



Accounts Payable Accounting Clerk

Entry Level

Salary Range: \$40,000 - \$50,000

Ad Astra Rocket Company
141 W. Bay Area Blvd., Webster TX 77598

Ad Astra Rocket Company is looking for a full-time Accounts Payable Clerk at its Webster, TX location. Candidates must be US Citizens or Permanent Residents and must have demonstrated the ability to work as a member of a diverse and multidisciplinary team. The position requires initiative, organization, attention to detail, motivation, and ability to address a diverse set of tasks with diligence, efficiency, and enthusiasm. The R&D nature of Ad Astra's operation calls for a great deal of resourcefulness and flexibility in its financial operations. Collaboration and teamwork are essential attributes in a small research team environment with a collective approach to problem-solving.

Required skills:

- 1 to 2 years' experience in finance-oriented clerical or non-clerical duties.
- Proficiency in basic computer functions such as data entry, file management, and email communication.
- Proficiency with percentages and fractions in addition to basic mathematical calculations.
- Meticulous attention to detail, ability to multitask and excellent time management.
- Strong understanding of accounting principles or the desire to learn them.
- Excellent written and verbal communication in English.
- Excellent teamwork mindset.

General Aspects of the Position

The Accounts Payable Clerk helps enter vendor invoices into the accounting system accurately along with the necessary supporting documentation as required by the established standard operating procedures. The accounts payable clerk reconciles vendor accounts and ensures that all financial data is accurate and up to date. These tasks will be done for the USA and the Costa Rica accounting departments.

Key Responsibilities

The tasks included but not limited to:

1. Accurately process invoices and match them to the appropriate general ledger account. This involves:
 - a. verifying that the invoice contains accurate information, such as the purchase order number, description of goods or services received and pricing.
 - b. verify that the invoice is approved before it's processed for payment.
 - c. try to resolve any discrepancies with the vendor in a timely and professional manner.
 - d. maintain strong vendor relationships and
 - e. ensure that the company's financial records are accurate.

2. Documenting and checking all payments.
 - a. record payments properly and keep a complete record of all financial transactions for the company.
 - b. verify approved invoices to make timely payments.
3. Maintain Vendor files.

Each vendor file is updated with all relevant records such as but not limited to:

 - a. Purchase orders, packing slips, delivery confirmation, quotes, and invoices.
 - b. All vendor remittance including but not limited to price increases or address changes letters or emails.

Credentials & Experience

A high school degree or GED is required and an associate degree or at least 36 college hours is preferred. While a high level of education is not required, the skills mentioned are essential for a successful Accounts Payable clerk. This is an entry level position thus it is open to those who wish to gain working knowledge in the accounting field but may not have had the education opportunity in the past. Familiarity with processes and systems related to finance and data management would be considered an asset.

Personal Qualifications

- Solution oriented
- Strong collaborative spirit
- self-motivated and ready to take the initiative.
- Ability to prioritize and multitask seamlessly.
- Excellent communication and attention to detail.

Physical Requirements

- Ability to lift up to 25 lbs. (i.e. instruments, books, equipment, small devices, and supplies)
- Ability to be seated for long periods of time.
- Ability to look at a computer screen for long periods of time.

About Ad Astra

Ad Astra Rocket Company (Ad Astra) is a small US R&D company dedicated to the development of advanced plasma rocket technology for in-space transportation. The company headquarters and main laboratory are located in the city of Webster, TX, about 25 miles south of downtown Houston. Ad Astra also owns and operates a small subsidiary, located in northwestern Costa Rica and primarily focused on developing and implementing clean energy solutions based on green hydrogen for both, stationary and mobile applications.