



JOB POSTING

Position Title: Accounts Payable Specialist

Department: Finance & Operations

Hours/FLSA Status: Full Time 40 hours/week, Non-Exempt position with benefits

Salary/Benefits: Salary - DOE. Excellent benefits package including paid downtown parking and 401k program with match.

Job Summary: Visit Albuquerque, a private not-for-profit sales and marketing organization, seeks a professional to compile and maintain accounts payable records including check issuance, A/P vouching and related cash reporting and, certain general ledger and other accounting records on the computer-based accounting systems of the organization. Strong database maintenance a plus.

Requirements: Qualified candidates will have a Associates Degree in Business or Accounting with 1-3 years of experience. MS Office 365 and knowledge of accounting software a plus. An equivalent combination of education and experience will be considered.

Date Posted: February, 2023

To apply for this position, e-mail, fax or mail resume & cover letter including salary history to:

Human Resources – AC
Visit Albuquerque
PO Box 26866
Albuquerque, NM 87125-6866
Fax: 505-247-9101
e-mail: jobs@visitabq.org
www.visitalbuquerque.org
No phone calls please

Visit Albuquerque is an equal opportunity employer. Applicants will be considered without regard to race, creed, color, gender, age, national origin, disability, veteran status, sexual orientation, gender identity, or any other status protected under local, state or federal law.