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Minimum: Must be a high school graduate or GED.

Preferred: A bachelor degree in accounting or business, or two (2) years of accounts payable experience.

- Good organization skills, including the ability to multi-task and prioritize, to manage multiple accounts
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- · Interpersonal skills, including conflict resolution, for building strong relationships with suppliers, contractors and business partners
- · Mathematics for reconciling invoices and identifying areas of concern
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