



Fripp Island Resort is seeking a full time accounts payable accountant.

The primary purpose of this position is to ensure timely payment for all company accounts payable. This position maintains payable files, reviews and posts invoices accurately, and generates checks for payment. Job responsibilities include matching vendor invoices with correct purchase orders, and/or item receipts from inventory, code matched invoices to correct general ledger codes and verify totals for accuracy, post invoices, track payments and maintenance activity on Excel spreadsheets, reconcile at year end and verify and process all AP 1099s and ensure W-9s are maintained on all 1099 Vendors, Daily Business Reports, and other duties as assigned. Pay based on experience.