



## **AP Clerk**

Iofina Chemical, located in Covington, KY is a renowned manufacturing company specializing in a diverse array of iodine and other halogen-based products. Iofina Chemical values safety first and foremost, quality products and services, responsiveness to customers and each other, and respect for all people and the environment. We are seeking an AP Clerk to join our growing team of dedicated personnel.

This person should have experience with Accounts Payable, Bank reconciliation (cash accounts), fixed assets, general ledger, audits, budgeting, sales tax, etc. Strong communication and decision-making skills are necessary, and must be highly organized, and possess time management skills. Attention to detail is critical in this position.

A bachelor's degree in accounting is preferred, but not required. Ideal candidate will have at least two (2) years of related accounting experience. The right candidate will have experience with Microsoft Dynamics, or similar Accounting software.

As a full-time employee, you will qualify for health insurance, dental, vision, and a 401k retirement plan.

If you wish to apply, please send a resume, salary history, and completed Employment Application to:  
[humanresources@iofina.com](mailto:humanresources@iofina.com).

*Iofina is an EEO employer. We treat all applicants and employees without regard to race, creed, color, national origin, religion, age, gender, marital status, disability, veteran or any other protected status required by law. As part of our commitment to equal opportunity, we comply with federal, state and local laws, regulations and ordinances.*



**Employment History:**

List the most recent first, complete your employment record for at least the past ten (10) years.

Last Name	First Name	SSN

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_ Wages/Salary: Start \_\_\_\_\_ End \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Telephone \_\_\_\_\_ May we call for references? \_\_\_\_\_

Briefly, explain duties \_\_\_\_\_

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_ Wages/Salary: Start \_\_\_\_\_ End \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Telephone \_\_\_\_\_ May we call for references? \_\_\_\_\_

Briefly, explain duties \_\_\_\_\_

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_ Wages/Salary: Start \_\_\_\_\_ End \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Telephone \_\_\_\_\_ May we call for references? \_\_\_\_\_

Briefly, explain duties \_\_\_\_\_

**References:**

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer related references.

Name	Position	Company	Work Relationship	Telephone

"If employed, I understand that I must conform to the policies of Iofina Chemical and to any departmental rules and regulations, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Iofina Chemical or myself. I hereby certify that the information given on all pages of this application is true and correct. I understand that any answers contrary to the truth may be grounds for dismissal or refusal to hire and that nothing has been withheld that would affect my employment. I authorize my former employers, educational institutions and other persons or entities identified in this application to provide any and all information or documents about me to Iofina Chemical, I hereby relieve all individuals connected with such release from liability for providing this information. If employed, I understand that I must furnish information required pertaining to birthdate, sex, race, citizenship, marital status and number of dependents and would agree to conform to the rules and regulations of Iofina Chemical.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_