



<https://eternalhotelsllc.com/careers/accounts-payable-clerk-eternal-hotels-llc/>

Accounting Assistant – Red Lion Hotel

Description

Eternal Hotels is a national hospitality company primarily engaged in the management and ownership of upscale, midscale and economy hotels & restaurants.

Our brands include the Red Lion Hotel Pasco WA, Best Western Pendleton OR, Holiday Inn Express Pendleton OR, Best Western Plus Dayton WA, Comfort Inn & Suites Walla Walla WA, Sleep Inn Pasco WA, Rodeway Inn Boardman OR, and Vintners Lodge Prosser WA. Eternal Hotels operates a group of RV Parks & Resorts including the RV Park at Vintners Lodge in Prosser, WA and the Driftwood RV Resort in Boardman, OR. The company also owns and operates gas stations, entertainment, and restaurant venues throughout Washington and Oregon. For more information, please visit the company's website at <https://eternalhotelsllc.com>.

Summary/Objective

The Accounts Payable Clerk will be responsible for monitoring the outflow of capital for the company.

Responsibilities

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receives and verifies expense reports; reconciles expense and other financial reports with account balances and other office records.
- Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Records entry of, verifies documentation for, and distributes petty cash.
- Calculates and reports sales tax based on paid invoices.
- Other related duties as assigned.

Competencies

- Trustworthy
- Interpersonal Communication/Written and Verbal
- Problem Solving/Analysis
- Adaptability
- Organized
- Dependability

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets

Eternal Hotels, LLC

Eternal Hotels LLC

Employment Type

Full-time

Beginning of employment

Open Until Filled

Duration of employment

Year Round

Industry

Hospitality

Job Location

2525 N 20th Ave, 99301, Pasco, WA, USA

Working Hours

Monday – Friday from 8 am – 5 pm

Base Salary

\$ 17.50

Date posted

January 20, 2026

Valid through

28.02.2026

and fax machines.

Physical Demands

Prolonged periods sitting at a desk and working on a computer.

Qualifications**Required Education and Experience**

1. High School Diploma or GED Equivalent
2. 2 Years Accounts Payable Experience

Preferred Education and Experience

1. Business or Accounting Degree
2. 3 Years Accounts Payable Experience
3. 3 Years Accounting Experience
4. Certified Accounts Payable Professional (CAPP) certification

Job Benefits

- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off (Vacation & Sick)

Contacts**Additional Information**

All your information will be kept confidential according to EEO guidelines.

An Equal Opportunity Employer

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department at (509) 547-0701 or via email at hrradlion@eternalhotelsllc.com.