

Position: Account Receivable/Payable Clerk

Position Summary:

The Accounts Receivable/Payable will be responsible for entering customer and vendor invoices, reconciling vendor and customer's statements, running checks, preparing bank deposits and verifying posting of accounts.

Duties & Responsibilities:

Receive and review purchase orders, bills, check requests, and/or other related documentation to ensure accuracy.

Matches original invoices and requests for payment with internal purchase orders or check requests; performs calculations to determine appropriate payment schedules and amount, and makes modifications as necessary.

Maintaining and/or obtaining receipts to support invoices where applicable.

Follow up on account statements and other discrepancies regarding payment/collection of accounts.

Coding and processing of invoices with appropriate general ledger codes.

Ensure proper invoice approval from authorized individuals.

Reconciliation of A/P and A/R balances for each entity.

Verify and issue debit/credit memos.

Responding to requests & vendor/customer calls.

Maintaining various A/P and A/R related schedules and reports.

Verifies and posts accounts receivable transactions to journal, ledgers, and other records.

Assist Accounting Manager with quarterly and year - end projects as assigned.

Carrying out other responsibilities as assigned by the Accounting Manager.

Maintain and support the NetSuite Accounting system.

Minimum Requirements:

At least 2 years of experience in the field.

Knowledge of Standard accounts payable policies and accounting principles.

Experience with Excel and Accounting software. i.e. NetSuite.

English is a must.

*Preference for candidates with experience in the Manufacturing Trading Companies.

Hours of Operation: Monday-Friday, 9:00am - 6:30pm.

Starting Salary is based upon experience.