# AP/AR Accountant

**Job Description**

1. Verify vendor accounts by reconciling monthly statements and related transactions
2. Post vendor invoices accurately and resolve any discrepancies and issues in a timely manner
3. Complete all vendor invoice posting and reconciliation in a timely manner for closing
4. Send remittance details to the major vendors
5. Perform data entry associated with accounts payable
6. Determine expense categories for shipping charges and match against accrual from the prior month
7. Determine expense categories for credit card bills
8. Review employee reimbursement forms and match against receipts
9. Process and post incoming customer payments (bank deposits)
10. Prepare AR aging report and follow up on overdue customer payments
11. Prepare monthly payroll entries with department codes (cost centers)
12. Perform monthly bank reconciliations (5-6 accounts)
13. Support month-end/year-end closing, process journal entries and perform monthly reconciliation of accounts
14. Perform ad hoc tasks as assigned

**Qualifications**

1. Accounting or Finance degree or equivalent
2. High degree of accuracy and attention to detail
3. 1-2 years' experience with accounts payable or general accounting
4. Solid understanding of basic bookkeeping and accounting payable principles
5. Ability to work independently and prioritize tasks
6. Strong time management and organizational skills
7. A self-motivated individual with strong integrity and high responsibility
8. Proficient Microsoft Office knowledge and skills
9. Excellent written and oral English