

Robert Lee & Associates, LLP (CPA firm) on behalf of Sign-Centric Tech Client

San Jose, California

Yvette Lee, Staffing Solutions

408-621-4652

yvette@rlallp.com

Accounts Payable Associate – Remote Position

Classification: Full-Time

Responsibilities for Accounts Payable Clerk

- Process check requests and expense reports on a regular basis
- Accurately review, code, and process vendor invoices
- Maintain a large number of vendor accounts while staying in compliance with company policies and procedures
- Perform data entry associated with accounts payable
- Review and reconcile invoice discrepancies
- Audit and process credit card bills
- Address and respond to vendor inquiries

Qualifications for Accounts Payable Clerk

- AA for Bachelors in Accounting preferred.
- 2-4 years experience with accounts payable or general accounting
- Proficient in QuickBooks Desktop, Microsoft Office (Bill.com and NetSuite Oracle a plus)
- Strong time management and organizational skills
- Knowledge of basic accounting principles
- High degree of attention to detail
- Ability to work independently and prioritize tasks
- Strong analytic abilities