



<https://www.cleatech.com/job/account-payable-clerk/>

Account Payable Clerk

Description

Cleatech is a manufacturing company located in the City of Orange seeks an account payable representative for the accounting department.

This position is responsible for performing a variety of general accounting support tasks in the Accounts Payable department. Expected to process a high volume of vendor invoices and vendor payments. Verifies accuracy of invoices and ensures compliance with policies and procedures.

Responsibilities

- Process vendor invoices and reconciling purchasing orders to vendor invoices
- Process payments for all vendors through ACH, wire transfer, Credit Card, etc.
- Debiting, crediting, post Journal entries on databases, using ERP / accounting software.
- Reconcile all statements.
- Works with external contacts and internal contacts to respond to written and verbal inquiries.
- Performs other duties as assigned or required.
- Maintain customer files.
- Maintain vendor data, assist in 1099 processing.
- Review clerical records to ensure completeness, accuracy, and timeliness.

Qualifications

- Requires a high school diploma or higher.
- Three or more years of experience in an account payable is required.
- Must have knowledge of computer operations and applications and proficiency with spreadsheets.
- Must be self-motivated, professional, detail oriented, and proactive.

Job Benefits

- Full-time Position.
- Monday – Friday 8:00 AM – 4:30 PM.
- Over time as needed.
- The rate of pay depends on experience.
- The company offers a full range of benefits to its full-time employees.
- 401k with 4% company match
- Vacation paid/ PTO
- 24 Sick Hours a year.
- Holidays Pay

Hiring organization

Cleatech LLC

Employment Type

Full-time

Job Location

2106 N Glassell St, 92865, Orange

Date posted

June 3, 2021