

JOB DESCRIPTION

Accounting/Payables Reconciliation

Performs activities in the accounts payable function.

Ensures timely payments of vendor invoices and expense vouchers and maintains accurate records and control reports.

Responsible for reconciling vendor bills.

Ensures timely payments of taxes and coordinates with cpa and related government organizations to calculate monthly payable taxes.

Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.

Coordinates with Accounts receivable for cash flow.

Reconcile various accounts daily.

Must know Excel, quickbooks or similar program,

Must be able to communicate effectively on the phone and in writing.

Must know and understand accounting principles.

Must have a valid driver license.