Accounts Payable Data Entry Clerk
San Leandro, CA (USA)

Company: PCC Logistics
Compensation: $12 - $15 PER HR DOE
Type: Full Time
Education: 2 year degree
Reports to: Accounts Payable Supervisor
Experience:
FLSA Status: Non-Exempt
Travel: Negligible
Apply To: DJohnson@pcc.cc

SUMMARY OF RESPONSIBILITIES

The position of Accounts Payable Data Entry Clerk requires a motivated person that is detail oriented, is able to work both independently and as a team member, and meet tight deadlines to insure superior service and support to the company's multiple business units and the company's vendors. Depending on the needs of this company, other assignments may be added to this job description as required.

CRITICAL COMPONENTS OF POSITION:

1. Strong organizational skills and attention to detail with the ability to complete tasks with minimal supervisor
2. Attention to detail; consistent accuracy; and ability to identify, question, & resolve discrepancies
3. Ability to review and process large quantities/high volume of accounts payable vendor invoices and meets tight deadlines
4. Outstanding analytical, organizational, oral and written communications skills
5. 10-Key Adding Machine skills required; Experience in Microsoft Word / Excel / Accounting Software

Duties and Responsibilities include but may not be limited to the following:

- High volume data entry
- High volume research which may require disputes
- Manual check cutting as needed
- Filing
- Interact with staff at all levels
- Weekly high volume check disbursement
- Vendor invoice review / validation, ensuring proper approvals are in place, & monitor various deductions
- Review and Reconcile Vendor Accounts and Statements
- Vendor call correspondence
- Assist with AP month end close and accruals
- Interact with staff at all levels
- Special projects as needed

Education: AA Degree