



**BUILDING VALUE SINCE 1906**

**Position:** Accounts Payable/Receivable Clerk

**Location:** North Hollywood, California

### **Summary**

This position is responsible for providing the more complex A/P and A/R functions in compliance with established Accounting policies and procedures. This position is a shared position between A/P and A/R the incumbent may also works under the Manager of Treasure & Finance. While working in A/R, the incumbent enters cash, Lock Box, Wire and Credit Card Deposits, process and routes debit memos and balances A/R weekly.

### **Job Responsibilities**

#### **Accounts Payable Responsibilities**

- Process freight bills (Manual and Auto-Freight)
- Process Auto-Vouchers (Changes/Adjustments)
- Processes purchase order voucher entry
- Process vouchers for non-standard purchase items like dues, utilities, etc.
- Processing inter-company transactions (Invoices – Multiple Currencies)
- Manual check process
- Process check voids
- Create and Input Journal Entries into the Accounting System
- Process unvouchered receivers reports monthly, and quarterly
- Reviews and process vendor statements and reconciles
- Process Purchase Card transactions (Assists with reconciliation)
- Responds to inquiries from vendors regarding the status of their accounts

#### **Accounts Receivable Responsibilities**

- Enters Cash, Lock Box, Wire and credit card deposits
- Process and routes debit memos and works with the Credit Department to resolve cash receipt discrepancies.
- Research customer payment discrepancies and initiates and/or processes adjustments if appropriate.
- Processes freight claim adjustments and updates outstanding claims log (sub-ledger)

### **Qualifications**

- Either completed or in the process of completion Accounting coursework (Acctg I & II) from an accredited Junior College or equivalent or 4-6 years of related experience in Accounts Payable/Accounts Receivable.
- Comprehensive knowledge of Accounting procedures and principles
- Working knowledge of Microsoft Office Suite programs (Excel, Access, Power Point, and Outlook).
- Ability to communicate effectively and efficiently – both verbal and written.