

Accounts payable Specialist

Job summary:

- Review all invoices for appropriate documentation and approval prior to payment. Code invoices into netsuite system after approval from department head.
- Sort and distribute incoming mail
- Process 3 way P.O. matching invoices, up to 100 plus line items/ process more than 600 invoices per month
- Prioritize invoices according to cash discount potential and payment terms
- Process check requests
- Audit and process credit card bills
- Cut checks, match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- 1099 maintenance
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist with other projects as needed

POSITION REQUIREMENTS:

- 3+ years hands-on Accounts payable, able to handle high volume transactions.
- Associates Degree (A.A. in accounting) required, Bachelor's Degree strongly preferred
- Must have strong work ethics
- Must be well organized and a self-starter
- Detail oriented, professional attitude, reliable
- Proficient in Excel, Netsuites experience a plus
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures
- Ability to interact with employees and vendors in a professional manner
- Ability to speak and write Chinese (a must)