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American Bindery Service & Supply, Inc.
150 W. Providencia Ave.
Burbank, CA 91502
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www.americanbinderservice.com

Accounts Payable Specialist (Burbank, CA)

compensation: **Salary based on experience**

employment type: **full-time**

Duties:

- * Reconciles processed work by verifying entries and comparing system reports to balances.
- * Charges expenses to accounts and by analyzing invoice/expense reports; recording entries.
- * Pays vendors by monitoring discount opportunities; scheduling and preparing checks; resolving purchase order, sales orders, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- * Maintains accounting ledgers by verifying and posting account transactions.
- * Verifies vendor accounts by reconciling monthly statements and related transactions.
- * Maintains historical records by filing documents.
- * Disburses petty cash by recording entry; verifying documentation.
- * Reports sales taxes by calculating requirements on paid invoices.
- * Protects organization's value by keeping information confidential.
- * Accomplishes accounting and organization mission by completing related results as needed.

Skills/Qualifications:

Associates degree or equivalent (not required but is a plus), Experience with MAS 90 / 200, Tracking Budget Expenses, Attention to Detail, Thoroughness, Organization, Analyzing Information, Accounting, Vendor Relationships, PC Proficiency, Data Entry Skills, Excel experience, Attention to details, Self-starter, Strong administration skills and organization.