



<https://scantibodies.com/job/accounts-payable-processor/>

Accounts Payable Processor

Description

We are looking for an Accounts Payable Processor in our Santee facility.

The Accounts Payable Processor is responsible for paying the company's bills on time, verifying the accuracy and GL coding of those bills and maintaining accurate records.

Responsibilities

- Match purchase order, receiver and invoice, and verify accuracy of all
- Process vendor invoices and schedule for payment
- Process miscellaneous invoices and check requests
- Process and pay expense reports
- Review purchase orders for accurate general ledger coding
- Review Received Goods Not Invoiced report for accurate accruals
- Reconcile credit card Received Goods Not Invoiced reports
- Analyze monthly utilities and report significant fluctuations
- Perform check runs
- Prepare and enter journal entries in M2M system as required
- File and maintain vendor records
- Process and record petty cash transactions
- Review and close job orders
- At least 3 years experience in accounts payable
- Must be able to work in a fast-paced accounting environment
- Regular, reliable and predictable attendance is required

Job Benefits

We offer a comprehensive benefits package to include paid sick, vacation, medical, dental, vision, life insurance and 401(k).

Contacts

Email your resume to: hr@scantibodies.com

Scantibodies Laboratory, Inc. is located at:

10946 Woodside Avenue North, Santee, CA 92071

Hiring organization

Scantibodies Laboratory, Inc.

Employment Type

Full-time

Job Location

10946 Woodside Avenue North,
92071, Santee, California, United
States

Date posted

January 20, 2022