

AMP Services

<http://www.ampservices.com/job/accounts-payable/>

Accounts Payable

Description

The role of Accounts Payable involves providing financial, administrative and clerical support to the AMP Services team and our clients. The role is to record expenses by processing payments, verifying and reconciling invoices.

Responsibilities

- Provide accounting and clerical support to the accounting department.
- Processing accounts and incoming payments in compliance with company policies.
- Maintains accounting ledgers by posting account transactions.
- Verifies accounts by reconciling statements and transactions.
- Resolves account discrepancies by investigating documentation and processes.
- Communicates with Clients and Vendors regarding accounts.
- Maintains financial security by following internal accounting controls.
- Maintains financial historical records by appropriately filing accounting documents.
- Contributes to team effort by accomplishing related results as needed.

Qualifications

- 1 year experience in Accounts Payable or data entry type position.
- Ability to work in a high volume, fast paced changing environment.
- Detail oriented and the ability to maintain a high level of accuracy.
- Ability to teach, train, and coach staff.
- Strong verbal, written, and analytical skills.
- Proficient with Microsoft Office Suite software.

Hiring organization

AMP Services

Employment Type

Full-time

Industry

Outsource Restaurant Accounting

Job Location

200 W Mercer Street, Suite 511,
98119, Seattle, Washington, United States