

Accounts Payable Associate

Gardena Ca.

Job Description

Mutual Propane is looking for an Accounts Payable Associate. Mutual Propane is a well-established company in Southern California with a friendly, family oriented work environment. The position is based at our home office in Gardena.

Essential Functions:

- Open, sort and distribute invoices and mail.
- Gather, review, and match invoices with receipts, packing slips, bills of lading and purchase orders.
- Code invoices with proper expense.
- Enter invoices, credits and discounts into Quickbooks.
- Pay vendors on time via check, credit card, and ACH.
- Maintain and reconcile company credit cards.
- Develop and maintain vendor relationships
- Confirm approval on all invoices and check requests and obtain approvals as needed.
- Resolves account discrepancies by investigating documentation, payments, or adjustments.
- Set up and maintain vendors into Quickbooks.
- Pays invoices by verifying transaction information and obtaining authorization of payment.
- Maintains accounts payable historical records by filing documents.
- Ability to consistently meet all deadlines.
- Possesses excellent organizational skills.
- Will be cross-trained and be backup for A/R and General Office

Experience/Training/Education:

- 3 years of Accounts Payable

Skills:

- General office experience helpful
- Microsoft Office products basic functionality with Excel, Word, Outlook
- Quickbooks
- Excellent verbal/written communication skills
- Ability to Utilize Technology