Job Title: Accounts Payable Clerk

Responsibilities

We are looking for an Accounts Payable Clerk to be responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient and timely manner.

Job Description

- Process outgoing payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate reports detailing accounts payables status
- General filing, scanning documents and sending emails

Experience

- Entry level. One year of customer service experience is preferred. On the job training is available.
- Solid understanding of basic bookkeeping and accounting payable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in English, Quickbooks, MS Office
- High degree of accuracy and attention to detail

Language Requirements

- English

Working Hours and Days:

- 40 hours per week, some weekend shifts required

Number of Openings: 1
COMPENSATION AND BENEFITS

Work Schedule and Benefits

Hourly Salary: $22-25

40 hours, 5 days/week

Attractive benefits package including health insurance and PTO (holidays, vacation days, sick days)

The Company

Po Wing Hong Food Market Inc. is a well-known and respected retailer of fine Chinese health products and delicacies. Established in 1980, the Po Wing business group consists of restaurant supply, distribution, and international export and e-commerce. With nearly 40 years in business, Po Wing is positively growing with many exciting plans ahead. That’s where you come in! The company is seeking talented individuals to join our diverse team.