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Accounts Payable and Receivable Clerk

Description

WPS | Washington Professional Systems is an iconic, family-run AV systems integration company with over 35 years of experience, is looking to hire an experienced full-time Accounts Payable and Receivable Clerk to join our growing accounting team in Wheaton, Maryland. Are you looking for a stable company that will take your accounting career to the next level? In addition to your AR and AP accounting aptitude, do you also happen to have the desire to work for a family-owned and operated business? If so, please read on!

As an Accounts Payable and Receivable Clerk, you play an essential role in the company. With exceptional attention to detail, you enter AR payments and pay our AP vendor's invoices. Your ability to do AR invoicing in a timely manner with minimal discrepancies ensures we have a steady cash flow. Regularly, you make general ledger entries, perform general ledger reconciliations, make daily deposits, and generate monthly reports. Drawing on your good customer service skills, you answer the phone cheerfully and answer both customer and staff questions patiently, routing calls as needed. As a team player, you work closely with your accounting and administrative coworkers on a variety of accounting-related functions.

Responsibilities

- With exceptional attention to detail, you enter AR payments and pay our AP vendor invoices
- AR invoicing in a timely manner with minimal discrepancies
- Set up new AP vendors and obtain the necessary documents to complete their payments
- Make general ledger entries, perform general ledger reconciliations, and make daily deposits
- Adhere to company policies, practices, and procedures
- Answer the phone cheerfully and answer both customer and staff questions patiently, rerouting calls as needed
- Entry of invoices into our system
- Order conversions and billing
- Reconcile monthly statements
- Reconcile accounts payable transactions
- Maintain and organize customer files
- Prepare aging reports
- Performs miscellaneous job-related duties as assigned

Qualifications

- 3+ years of bookkeeping experience
- General knowledge of accounts payable/receivable procedures and practices
- Ability to perform basic accounting procedures
- Records maintenance skills
- Ability to analyze and solve problems

Hiring organization

WPS | Washington Professional Systems

Employment Type

Full-time

Job Location

11242 Grandview Ave., 20902, Wheaton, Maryland, US

Valid through

30.11.2022

Base Salary

\$ 42,000 - \$ 47,000

- Basic data entry and/or word processing skills
- Detail-oriented and committed to accuracy
- Good interpersonal and communication skills
- Ability to prepare routine administrative paperwork
- Ability to use an automated accounting system

Job Benefits

WPS offers competitive compensation and benefits packages including:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- 401(k)
- Paid time off

WPS an equal employment opportunity (EOE) and affirmative employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.