



Accounts Payable Clerk

Position Title: Accounts Payable Clerk
Work Location: Calpella, CA

Job Specific Information

I. Summary

Calculate post business transactions, process invoices, and verify financial data for use in maintaining accounts payable records.

II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receive and process vendor invoices for payment
- Enter invoices and reconcile statements to accounts payable records
- Reconcile vendor accounts
- Resolve discrepancies
- File and maintain A/P and/or other records.
- Assist with special projects as needed

III. Qualifications/Physical Requirements

- High school diploma or equivalent and a minimum of two years related experience and/or training; or equivalent combination of education and experience
- Working knowledge of basic accounting and office skills
- Must maintain and carry a valid California driver license and remain eligible and capable of operating company vehicles in accordance with company policy guidelines
- Intermediate skills with Microsoft Outlook, Word and Excel
- Familiarity with accounting systems and perform ten-key by touch
- Ability to work overtime if needed.
- While performing the duties of this position, the employee is regularly required to sit and communicate and frequently required to stand and walk
- The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms; pack or move boxes with accounting records.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this position include close vision.
- This position requires the employee to view a computer screen and use a keyboard for extended period of time.
- Position has travel requirements of a local nature to other sites (within 10 miles);
- Throughout the year the employee will be required to perform duties which may require driving or unloading boxes at storage site, in all types of environmental conditions.

IV. Application Process

- Email a resume to Recruiter@mendoco.com to request an application or
- Send by fax to (707) 485-6873 or
- Call (707) 485-6731 for more information