



Glendora Employment Agency, Inc. is a boutique staffing firm located in the foothills of the San Gabriel Valley. Glendora Employment Agency, Inc. specializes in bringing local job seekers together with local employers. We are currently seeking an **Accounts Payable Assistant**.

Job Description:

A medical service provider in the local area is seeking an accounts payable assistant. Primary job responsibilities include but are not limited to:

- Assisting accounting manager with various projects and reporting
- Matching, batching and coding of invoices
- Weekly check runs
- Working with vendors researching problem invoices
- Assist with in house payroll and all reporting of PR taxes

Minimum Qualifications:

To be considered for this position, candidate must possess the following skills demonstrated through previous work experience.

- 3-5 years experience in accounting, preferable recent experience with AP
- Payroll experience mandatory
- Proficiency in Microsoft Excel and Word.
- Minimum typing speed of 40 words per minute
- Accurate 10 key data entry
- Excellent written and verbal communication skills
- Must be organized and reliable

For consideration email your resume as an attachment to resumes@geainc.com