



Communications International, Inc.

Accounts Payable Clerk

Vero Beach, FL

Ci offers a competitive pay rate. Our rich benefit package includes an Employee Stock Ownership Plan (ESOP), Company Paid Medical, and 401(k) with match, Company Paid Life Insurance, Company Paid Dental, Paid Time Off (PTO), Paid Holidays and more!!!

Duties/Responsibilities

- Process multi-company invoices for payment to Vendors including:
- Match invoices to packing slips, and system generated receipts.
- Download and process weekly recurring ach payments drafted from bank accounts for each entity.
- Prepare weekly AP payment report for controller pre-approval of payments.
- **Process weekly per diem expense reimbursement requests for employees who travel and set up bank ACH for approval.**
- Support purchasing and shop administrators for invoices discrepancies and payable related questions.
- Process year-end 1099's for multiple companies.
- Maintain company vendor information including insurance certificates and W-9 forms.
- Maintain account distribution of company-wide invoices for insurance, cell phone, and leases.
- Reconciliation of all balance sheet accounts related to AP including sub-ledger to general ledger.
- Field all accounts payable related questions internal and external.
- Support information gathering during financial audit.
- Maintain Electronic files for all AP Invoices.

Specific Job Skills:

- Must be able to learn other accounting software systems.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Planning, time management and organizing skills.
- Strong customer orientation to include excellent interpersonal and communication skills.
- Problem analysis and problem resolution skills
- Computer proficiency: Excel, and MS Office Ability to maintain strict confidentiality of all work data.

Education and/or Experience Requirements:

- At least 2-3 years Accounts Payable experience required.
- AA in business/finance/accounting (preferred)
- Certified Accounts Payable Professional (CAPP) certification preferred.