

## **Accounts Receivable/Accounts Payable Clerk**

BiRite Foodservice Distributors is a family-owned business, started in 1966. Presently, the Company has over 290 employees. We distribute dry and frozen groceries, fresh meats, chemicals, equipment and supplies to restaurants, hotels and institutional users throughout the Bay Area.

Currently we have an opening in our Finance Department for an AP/AR Clerk position.

### **Job Responsibilities:**

- Process/Post daily customer payments to customer accounts accurately
- Review and approve online bill payments, lockbox checks
- Reconcile/Process AP invoices
- Balance daily checks and cash deposits
- Deposit A/R checks via desktop deposit service
- Prepare a deposit summary sheet for the Finance Department
- Process/issue credit memos for all returns
- Answer/response to telephone inquiries
- Email/fax invoices or A/R agings to customers upon request
- Research/response to customers for short paid, past due invoices, unprocessed credits, etc.
- Other AP/AR related duties as assigned.

### **Required Qualifications:**

- Minimum of 2 years direct AP/AR experience is required.
- Must be a High School graduate.
- Must possess strong verbal and written communication skills.
- Required typing skills: 50 words per minute. 10-key by touch is a must.
- Must be well organized, detail oriented, accuracy is a must, meet deadlines and be able to handle multiple tasks simultaneously, and handle well under pressure.

- Must be a team player and work harmoniously and effectively with other departments.
- Proficient in Microsoft Word, Excel and Gmail. AS400 experience is plus.

Salary: DOE

Work Schedule: Monday-Friday 8:00am-5:00pm (1 hr unpaid lunch)

Benefits: Great health benefits, matching 401(k), profit sharing, paid vacation, sick time and holidays.

Position: Full Time, Regular