



# Accounts Payable Clerk

**Location:** San Ramon, CA

**Department:** Finance

**Employment:** Monday through Friday 8:00am to 5:00pm

**Salary:** TBD

## About Our Company

Come work for a great company with strong employee retention and a team of industry veterans with true passion for what they do. GSO, a General Logistics Systems Company, is a leading regional delivery carrier which has been providing Ground and Freight services throughout the West since 1995. Thousands of companies across all industries rely on our company to deliver time-critical packages and documents every day because we have an amazing team that goes the extra mile for our customers. We are always looking to expand our team with like-minded professionals, therefore if this job might be a good fit for you, send us your resume.

## Position Summary

This is a great start up position. You will get a chance to work with highly professional, dedicated individuals. This is a team oriented environment and everyone is expected to contribute to our overall success. We are constantly growing and looking for a bright Junior Accounts Payable Staff.

## Responsibilities & Duties

- Enter 200 to 300 invoices per week into MS Dynamics by coding GL account
- Process employee expense reimbursements in accordance with company policy
- Verify invoice approvals and check request using pre-defined approval process
- Prepare and issue 100+ checks per week and maintain accurate A/P records and files
- Work with vendors to resolve invoice discrepancies/issues in a professional and timely manner
- Assist in preparing the annual filing of FORM 1099 for vendors
- Communicate with vendors on outstanding invoices by reviewing monthly statements
- Assist with month end close and account analysis
- Ad Hoc Projects

## Qualifications Needed:

- 1 to 2 years of Accounts Payable experience
- Relevant college degree from an accredited institution or equivalent work experience
- Proficient in MS Office (Word, Excel, Outlook)
- Ability to multitask and solve problems with analysis and communication
- Good organization, administrative and time management skills
- Ability to meet all assigned deadlines
- Team player and work collaboratively with others
- Self-motivated and able to work with minimum supervision

**Benefits for Full-Time Employees**

- 401K with employee matching
- Healthcare benefit options
- Dental / Vision Benefits
- Life Insurance
- PTO & Sick Leave
- Direct Deposit

**To Apply**

Please email your resume and cover letter to [accountspayable@gso.com](mailto:accountspayable@gso.com).

**EEO Commitment:**

GSO, a General Logistics Systems Company, is an Equal Employment Opportunity (EEO) employer and is committed to a diverse workforce. We welcome all qualified applicants to apply to at GSO and we strive to select the best qualified applicant for each position in our organization. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law. GSO complies with all laws and regulations relating to employment discrimination, and are always committed to doing what's right.