



Data Entry Clerk

Location: San Ramon, CA

Department: Accounts Payable

Employment: Full Time, Monday through Friday

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 Priority, 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've got an amazing team that goes the extra mile for our customers. We're 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 have a chance to work with highly professional individuals that are dedicated to their role. We are constantly growing and looking for a bright Data Entry Clerk to join our Accounts Payable Staff.

Responsibilities & Duties

- Enter 200 to 300 invoices per week into MS Dynamics by coding GL accounts
- 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
- Communicate with vendors on outstanding invoices by reviewing monthly statements

Qualifications Needed:

- 1 to 2 years of A/P experience or data entry experience
- 10-key knowledge with minimal errors
- Proficient in MS Office (Word, Excel, Outlook)
- Ability to maintain confidentiality with regard to financial matters
- 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 employer matching
- Health, Dental, Vision and Life insurance options
- PTO & Sick Leave
- Direct Deposit

To Apply

Please email your resume and cover letter to nfistner@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.