

Job Description

Accounting – AP specialist

Location: Reedley, CA

Mon – Fri 8 – 5

Pay Range: \$20 - \$30 an hour

Mountain View is looking for an accounts payable specialist to join our team. The Accounts Payable Specialist is quick-thinking, flexible, and able to juggle multiple responsibilities. This AP Specialist has a strong attention to detail with stellar organizational skills. This position requires a proactive and positive thinker who is able to exercise good judgment, effective communication, and initiative.

Account Payable Duties and Responsibilities

- Perform day to day processing of vendor invoices.
- Reviewing invoices for accuracy, properly coding and processing expenses for payment.
- Recording transactions, creating reports, and tracking expenditures.
- Collecting all appropriate support documentation for payables.
- Taking appropriate discounts when applicable for expenditures.
- Organizing incoming bills in a manner that ensures bills are paid timely.
- Providing accounting and project support to Finance as needed.
- Ensuring that all company policies regarding expenditures are followed.

Preferred Experience

- Proficient in Microsoft Office applications and computer skills.
- Experience with Famous Software a plus.
- Team Player, assertive, friendly, and multi-tasking.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to work through conflict and effectively address issues.
- Ability to adapt and function effectively in a high-paced and at times stressful environment.
- 1-2 years of experience in Accounts Payable preferred.

Benefits

- 401K
- 401K Matching
- Health insurance
- FSA – Flex spending account
- Dental insurance
- Vision insurance

Submit resume to sgarza@mvfruit.com