

## AP/AR Clerk

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Company: Balfour

Location: Merida

Category: other-general

POSITION Summary: The AR/AP Clerk provides accounting support to the corporate finance department performing a variety of duties.

ESSENTIAL POSITION DUTIES:

Enter Bills

Process Payments

Verify monthly billings are received and entered

Reconcile AP accounts

Perform audits

Research customer disputes.

Generate customer invoicing.

Assemble and /mail out customer statements.

Create customer order headers for application of early payment discount payments.

Reconcile cash received, prepare bank deposits, and deposit customer checks.

Settle deposit transactions daily.

Will also answer phones and set up new customers.

Ascertain accuracy of sales pricing on customer orders.

Match order shipping documents with customer orders.

Process payments, verify invoices and reconcile all expenses.

Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.

Reconciling bank statements with the general ledger.

Additional responsibilities as assigned.

#### EDUCATION/EXPERIENCE:

Bachelor's degree in accounting preferred or - years' similar position accounting experience required

Well-rounded experience and knowledge for AP and AR; GAAP knowledge.

Must be bilingual in English/Spanish

Organized, detail oriented, flexible, and able to handle multiple assignments with minimal supervision.

Ability to work with sensitive information and maintain a high degree of confidentiality.

Excellent written and verbal communication skills.

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