

Position Title: Accounts Payable & GL Accountant on NetSuite

Position Location: Salt Lake City, UT

Easy Apply: <http://bit.ly/APspec>

Position Summary: PDF is seeking an experienced **Accounts Payable & GL Accountant**, with experience with Netsuite to join the Accounting and Finance team, who is reimagining accounting in a technical environment to provide the most efficient methods and processes to equip our highly intellectual accountants with tools for efficient and expedient results in high volume, fast paced and time sensitive environment.

Responsibilities

- Process full cycle Accounts Payable on Net Suite, which will include:
 - Receiving, processing, verifying, and reconciling vendor invoices;
 - Verifying vendor accounts, 3-way /2-way match validation, and resolving purchase order, invoice, or payment discrepancies;
 - Charging expenses/spend to correct GL accounts and cost centers;
 - Collaborate with Purchasing and Operation Team the need for purchase order amendments and stop payments;
 - Payment list creation to ensure bills are paid in a timely and accurate manner while adhering to Company's internal control procedures;
 - Process list for Bill payments (wire transfer and ACH transactions or credit card);
 - Process credit and debit memos;
 - Tracking supports for credit card transactions;
 - Monthly credit card statement reviews and reconciliation.
- Investigate, research and resolve internal and external inquiries concerning account status, including communicating the resolution of discrepancies to responsible parties.
- Handles all vendors' correspondence via phone or email.
- Complete General Ledger tasks for AP Related Items:
 - Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts timely for month-end close process.
 - Monthly AP reconciliation and review of AP Aging Report
 - Ability to prepare AP related Journal Entries and understanding the GL impact of AP system entries
 - Performs other duties as may be required to support Finance Department

Qualifications and Skills

- Bachelor's degree in accounting, finance, or related.
- At least 5 years accounts payable or general accounting experience
- Proficient in NetSuite
- Proficient in MS Excel (Excel pivot table, Vlookup, etc.)
- Keen attention to detail
- Excellent collaboration, verbal and written communication skills
- Ability to follow-up on pending issues, timely resolve issues, and meet deadlines
- Strong organizational skills and ability to multi-task