

Accounts Payable Coordinator- Royal White Cement

Royal White Cement Inc. is a supplier of White Cement with locations in Houston, Texas (HQ), Lake Park Florida, Savannah Georgia, Long Beach, Stockton California.

Location: Remote

Major: degree in Business Administration, Accounting, or any related field

Experience: Fresh graduates with minimum knowledge of accounting concepts are accepted

Major Responsibilities:

- Handle Accounts Payable including: purchase orders and vendor records maintenance
- Review all invoices for appropriate documentation and approval prior to processing
- Audit and process credit card bills
- Handle Credit Card Reconciliation
- Respond to all vendor inquiries
- Handle new vendor setup and maintenance
- Prepare and/or review of all expense reports for accuracy and proper expense disclosure
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist in month end closing
- Assist with internal and external Audit
- Assist with other projects as needed

Additional Requirements:

- NetSuite or Oracle knowledge
- Preferred: CPA or relevant certification
- Knowledge in MS Excel, QuickBooks, NetSuite and QB Inventory
- Ability to communicate in English effectively verbally and in writing
- Ability to interact with employees and vendors in a professional manner
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, ext. 7801; 7802