



POSITION DESCRIPTION

Job Title: Accounts Payable Processor
Status: Non-Exempt
Reports To: Controller
Effective Date: October 12, 2022

Cal-Waste Recovery Systems is looking for a full-time accounts payable processor. Cal-Waste is a premiere recycling and waste recovery company servicing the Sacramento, San Joaquin and Calaveras County areas. Cal-Waste is a family-owned business **95 years strong**. Check us out at www.cal-waste.com.

POSITION SUMMARY

Reporting to the Controller, Accounts Payable Processor is responsible for ensuring accurate and timely day-to-day processing of accounts payable. Must be a team player able to demonstrate the skills and provide the job characteristics below:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform Accounts Payable activities including but not limited to accurate and timely processing of all invoices, credit card transactions, franchise fees, and all other disbursement requests for multiple companies.
- Timely processing of checks and all other disbursements including securing all required authorizations in accordance with pre-established internal control procedures
- Adhere to General Ledger coding standards.
- Follow up on vendor statements and past due amounts as necessary.
- Maintain vendor relations and update vendor information as necessary in accounting software.
- Maintain W9 file and all other 1099 vendor information for proper annual 1099/1096 reporting.
- Maintain contract filing and all other filing on a regular basis.
- Maintain proper and timely vendor payment filing.
- Maintain cash flow spreadsheet.
- DMV processing on full fleet
- Processing business licensing, transportation permits, and heavy highway use tax
- Processing and follow-up on accident claims and payments

- Assist with other various AP reports and projects as requested by the Controller.
- Other duties as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS

- 5+ years of directly related accounts payable experience.
- Experience with Microsoft Dynamics Business Central preferred
- Intermediate to expert skill in MS Office suite including Word, Excel and Outlook.
- Excellent customer service skills
- Strong organizational and time management skills
- Ability to multi-task in a confidential, fast-paced environment
- Ability to meet deadlines.
- Superior attention to detail
- Self-motivated, work independently, and maintain good working relationships with vendors and coworkers.

SPECIFICATIONS

May be required to use the computer screen for extensive periods of time.
Extended working hours when necessary.

PAY RANGE

\$24.00 - \$27.00