

Environments

Accounts Payable/Accounting Specialist

Location: Portland, OR

Exempt/Non-Exempt: Non-Exempt

Employment Type: Part-time (Up to 30 hours/week)

Department: Accounting

The Perfect Fit

You are organized, efficient, prompt, and reliable. Someone who takes pride in doing the job right the first time and has a keen eye for detail. You possess a professional demeanor with excellent communication skills. What rewards and motivates you is supporting a team environment focused on the shared vision of creating inspired, innovative, and sustainable workplaces.

If you are an upbeat and detail-oriented person who takes initiative to serve those around you, we'd love to hear from you!

The Job

The Accounts Payable Specialist performs all duties within Accounts Payable as well as cross-training with Accounts Receivable and General Ledger Accounting. This is a part-time position between 20 - 30 hours per week.

Job Responsibilities

- Set up and maintenance of Vendor and Customer master files
- Processing invoices and preparing the weekly vendor check run and ACH payments
- Requesting W9s from new vendors and processing 1099s
- Credit card reconciliation and payment
- Processing employee expense reports
- Monthly sales tax filings
- Processing AR credit card payments from customers and posting the entries
- Cross training on customer invoicing and Accounts Receivable
- Assistance with General Ledger Accounting and month end close

Qualifications:

- An enthusiastic and friendly demeanor with a customer service orientation (both written and verbal) to both internal and external customers.
- Strong attention-to-detail, organizational skills, and initiative.

- Ability to quickly develop and maintain a working level of knowledge of industry specific accounting software.
- Proficiency using Microsoft Office software, including Excel, Word and Outlook.
- Available to work part-time Monday through Friday between the hours of 8am-5pm.

Environments is an equal opportunity employer.

For more information or to submit qualifications, email info@environmentsnw.com with subject: Accounts Payable/Accounting Specialist.