



Reconciles Accounts Payable transactions and prepares journal entries as needed.

Researches and resolves problems with vendors.

Obtains W9s and assigns new vendor numbers as required.

Maintains files for pending invoices, paid invoices, account information, and supporting documentation.

Copies, redacts confidential information, and files paid invoices in an organized manner.

Processes and posts credit memos from vendors.

Verifies status of uncashed vendor payment checks and processes voided checks, as