

vine solutions, inc.



Accounts Payable Specialist Job Description

Vine Solutions, Inc., the leading accounting and consulting firm for the Bay Area's finest dining restaurants, is seeking a bright self-starter to join our growing team as a full-time AP Specialist. This position has great growth potential and an easy reverse-commute from SF; we are located a few miles north of the Golden Gate and very close to the Richmond Bridge.

The AP Specialist will assist with accounts payable functions for a prestigious client list. If you enjoy a friendly, fast-paced environment in a dynamic industry, then this position could be the right one for you.

AP Responsibilities:

- Sort, enter, and post high volume of invoices (1,000+ per week)
- Ensure that all invoices are scanned and entered into our online archive
- Post recurring entries
- Generate weekly check runs and GL reports
- Reconcile vendor statements
- Research, prepare and mail 1099s
- Customer Service
- Liaison with clients and client vendors
- Support billing disputes
- Other duties, as needed or assigned by Client Manager or AP Supervisor

We are looking for someone who possesses most, if not all, of the following qualities:

- Experience with and AP processing
- MAS 90 experience a plus
- Excellent organizational, problem-solving, and analytical skills
- The ability to prioritize and manage workload well; perform detailed work and analysis accurately and efficiently; work independently and as part of a team
- Good communication and interpersonal skills
- A commitment to excellence and high standards
- MS Office proficiency
- Some accounting training or course work
- A healthy sense of humor

Benefits:

Generous standard benefits package, plus a 50% discount on meals at any of the Left Bank restaurants.

Email cover letter and resume with salary history.

Subject to change at Vine Solutions discretion

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