

Position: Accounts Payable Clerk

Headquarters: Cerritos, CA

Territory: Greater Los Angeles, Orange County, Inland Empires

About GST

Golden Star Technology Inc (GST) headquartered in Cerritos, CA is a leading provider of IT & AV solutions and services for small to midsize businesses, enterprises, governmental agencies, and educational institutions. Our history conveys our industry strength and customer commitment. Founded in 1985, GST has grown by offering the widest breadth of products, custom configurations, and exceptional customer service across all industry-leading and visionary manufacturer solutions.

GST Accounts Payable

AS GST's Accounts Payable, you will be a member of the Account team. You will be engaged in client account and vendor engagement.

Job Functions:

- Processing the payment of bills after verifying the accuracy and approval of all documents.
- Process a high volume of weekly accounts payable invoices 300+
- Resolve any issues for the vendors.
- Process and file invoices and/or credit memos
- Review employee expense reports and process payments.

Preferred Skills/Qualifications:

- Basic knowledge of accounting operation.
- Mathematical skills.
- Strong written and verbal English language communication skills.

Compensation & Benefits:

- Medical/Dental/Vision
- 401K Plan
- Vacation