



# HERMANN SONS LIFE

<b>Job Title:</b>	Accounts Payable/staff accountant	<b>Job Category:</b>	Accounting/Finance
<b>Department/Group:</b>	Accounting/Finance		
<b>Location:</b>	San Antonio		
<b>Level/Salary Range:</b>	\$40K-\$55K	<b>Position Type:</b>	Full-time
<b>Will Train Applicant(s):</b>	Experience required	<b>Date Posted:</b>	
		<b>Posting Expires:</b>	
	<p>We are looking for an organized, efficient Accounts Payable/staff accountant with an eye for detail and high level of accuracy. Candidate will prepare/process all invoices for payment. Experience candidate must be professional and courteous with strong computer skills and a thorough understanding of accounting principles. Candidate must possess skilled multi-tasker with excellent time management, computer, and communication skills. Candidate should understand and abide by all accounting procedure and principles and a commitment to ethics. Candidate with knowledge of AS400 Policy Administration and General Ledger System (Oracle/NetSuite) generally preferred but not required.</p>		
<b>CANDIDATE SOURCE</b>			
<b>RECOMMENDED BY:</b>		<b>EMAIL:</b>	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Perform and process A/P Invoices for payment and assist Department heads with GL coding of invoices</li> <li>• Journal entries, GL reconciliation, bank reconciliations</li> <li>• Prepare and manage company credit cards</li> <li>• Prepare and process 1099-Misc, W-9 Documents, and file Quarterly Sales Reports</li> <li>• Prepare Misc. deposits/AR</li> <li>• Assist in research of Unclaimed Property Filing such as outstanding checks.</li> <li>• Analyze and create expense reports for management and assist other finance staff when needed</li> <li>• Assist in special projects as needed</li> </ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
<p>Associate's degree in business or accounting, accounting experience is generally preferred.            Ethical behavior when dealing with sensitive financial information.            High level of accuracy and efficiency.            Exceptional verbal and written communication skills.            Courteous, professional manner            Computer literacy, experience with accounting software, Microsoft Office            Attention to detail</p>			