



****JOB OPPORTUNITY in Folsom, California****

Position Available: Accounts Payable Specialist

Qualified candidates, please send resumes directly to lori.janssen@conferencedirect.com.

About ConferenceDirect:

ConferenceDirect is one of the world's leading event management and hospitality services firms. We help clients save time and money by securing the best hotel accommodations, meeting space, conference venues, and hospitality services available at the most favorable terms possible. For more than 19 years, we've been passionate about achieving better results for our clients.

See more at our website: <http://conferencedirect.com/>.

JOB SUMMARY:

This position requires a highly detailed and customer oriented individual to reviews invoices for appropriate documentation, record transactions, create reports, track items in our database and check figures for accuracy.

RESPONSIBILITIES:

Concourse System Administration

- Create new hotels in the Concourse database
- Match 3rd party hotel database with our hotel database
- Enter hotel codes from Concourse into Accounting system
- Work with associates and in Concourse system to ensure bookings are completed correctly
- Change system status of bookings from Submitted to Definite
- Determine advance invoice eligibility and code in Concourse
- Manage monthly associate survey process

Accounts Payable

- Review all invoices for appropriate documentation and approval prior to payment
- Process commission payments to associates
- Sort and distribute incoming mail
- 1099 maintenance
- Respond to all vendor inquiries
- Maintain files and Associate contracts
- Assist with other projects as needed

Cash Application

- Match payments received to invoices
- Inform A/R department of unapplied/unrecognized payments



- Research to determine if payment on invoices have already been received
- Reconcile unapplied payments and apply in the accounting system
- Post payments, re-apply payments, write off amounts and void invoices in accounting system

Invoicing

- Responsible for creating invoices where needed
- Monitor invoice error log and Fix any related issues in Concourse and/or the Accounting system
- Posting invoice batches to the accounting system and manage timing of invoice posting based on invoice type

Other

- Monthly hotel refund request research and communication with associates for verification
- Identify breakdowns in current processes or systems and raise concerns to Management
- Improve current processes and develop new processes/efficiencies

QUALIFICATIONS:

- 4-year Bachelor's degree in Accounting or Finance
- 2+ years of experience in accounting, sales, ERP systems use and management
- Hotel experience preferred

KEY SKILLS:

- Strong written and verbal communications skills
- A drive to develop and improve efficiency and quality of processes
- A service-oriented and positive attitude
- High attention to detail
- Proficient in Microsoft Office Suite, Great Plains or other accounting software

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.