

# 寶榮行食品中心

PO WING HONG FOOD MARKET INC.

**Job Title:** Accounts Payable Clerk

## **Job Description**

- Process outgoing payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Facilitate payment of invoices due by sending bill reminders and contacting vendors
- Generate reports detailing accounts payables status
- General filing, scanning documents and sending emails

## **Experience**

- 2+ years experience in the accounting field is preferred. On the job training is available.
- Solid understanding of basic bookkeeping and accounting payable principles
- Knowledge of GAAP (Generally Accepted Accounting Principles) for accurate financial reporting preferred
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Proficiency in MS Office
- Experience with QuickBooks or other accounting software for basic bookkeeping tasks
- Ability to perform technical accounting tasks such as general ledger reconciliation and account reconciliation
- Strong organizational skills with attention to detail
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite

## **Language Requirements**

- English & Cantonese

## **Working Hours and Days:**

- 40 hours per week

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## COMPENSATION AND BENEFITS

### Work Schedule and Benefits

**Hourly Salary:** \$23-28  
40 hours, 5 days/week

Attractive benefits package including health insurance and PTO (holidays, vacation days, sick days)

### The Company

Po Wing Hong Food Market Inc. is a well-known and respected retailer of fine Chinese health products and delicacies. Established in 1980, the Po Wing business group consists of restaurant supply, distribution, and international export and e-commerce. With nearly 40 years in business, PWH has built a foundation of trust within our community. That's where *you* come in! The company is seeking talented individuals to join our diverse team.