



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Bilingual Office Administrator with AP/AR

Description:

Preferred Personnel's client is seeking a **Bilingual Office Administrator** with Accounts Payable and Accounts Receivable experience to join their team!

Principal Responsibilities and Duties:

- Sort, code and match invoices
- Set invoices up for payment
- Enter and upload invoices into QuickBooks system
- Prepare and process electronic transfers and payments
- Research and resolve invoice discrepancies and issues
- Correspond with vendors and respond to inquiries
- Answer phones
- Filing
- Tickets

Qualifications:

- Previous office/administration experience preferred
- QuickBooks experience is REQUIRED
- **MUST BE BILINGUAL**
- Good attention to detail
- Organized

Office atmosphere will be casual

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com