



Genesis Engineering Solutions, Inc.
4501 Boston Way
Lanham, Maryland 20706

JOB POSTING

Job title: ACCOUNTS PAYABLE (PART-TIME)

All times are in Eastern Daylight Time.

Requisition ID: 2021-2

Number # of Openings: 1

Job Locations: US Lanham, Maryland

Posted Date: 1-7-2021

Category (For Portal Searching): ACCOUNTING/FINANCE

Required Clearance to Start: Background check

Reports to: Accounting Manager

Classification: Hourly

Salary range: \$10.00 to \$15.00 per hour

Responsibilities and Duties:

Genesis Engineering Solutions is seeking a Part Time Accounts Payable Representative to join the team!

The responsibilities of the Accounts Payable Representative include:

- Ensures prescribed time schedules and operating policies and procedures are followed.
- Process system check runs, including input commands, pulling checks from printer, matching, and distributing packages and preparing all related documentation.
- Reviews invoices for accuracy, including coding of expense categories, proper approvals, discount calculations and matching of invoice with purchase orders.
- Inputs and prepares invoice packages into Accounts Payable software. Including the preparation of manual checks and establishment of new vendor numbers. Verifies that the items input into the computer agree with supporting documentation, ensuring that accuracy of the computer reports and items to be paid.
- Manages and works directly with vendors to resolve discrepancies in payments, accrue sales tax when appropriate, outstanding credit balances and outstanding invoices and receipts and ensures that each vendor is paid based on terms and cash flow needs.
- Manages the invoices filing systems and insures that paid, unpaid invoices and computer reports are filed and maintained per regulations.
- Maintains files on W-9 forms and credit applications.
- Manages the archive system for Accounts Payable and is responsible for the current filing system upkeep.
- Conducts year-end closing activities including search for unrecorded liabilities and preparation of 1099 forms.
- Prepares monthly AP reconciliation to General ledger.
- Makes recommendations regarding improvements to operating systems and procedures for accounts payable cycle.
- Prepares weekly cash forecast report and forwards to CFO.
- Challenges daily work process to ensure that the most efficient methods are incorporated into the AP procedures.
- Reports and maintains records of State Tax payments as mandated by state law (including ACH debit function). Maintains documentation for monthly wire transfers.
- Stuffs all processed checks and disburse based on company policy.
- Performs all other duties and responsibilities, as necessary.

Requirements:

- Degree required (completed bachelors OR in process with expected graduation date)
- Creative problem-solving abilities
- High attention to detail
- Excellent communication and interpersonal skills
- Large multi-tasking capacity
- Proactive administrative strengths
- Attentiveness to detailed instructions and big-picture priorities
- Working knowledge of Excel preferred



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This is a part-time entry level position, previous experience in the field of accounting is preferred but not necessary. Performs related duties as needed by supervision.

- Submit résumés and cover letter via the web link below.

COVID-19 considerations:

We are working remotely during the current pandemic. Employees' safety and health concerns are totally respected.

Company's website:

- <https://www.genesisESI.com>

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AAP/EEO Statement

We consider all applicants for positions without regard to sex, religion, race, color, age, disability, sexual orientation, marital or veteran status, national origin or genetic information or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

If you meet these qualifications and feel this will be a good fit for you, please apply by sending us a cover letter and resume. Your cover letter should help us get to know you in a way your resume doesn't.

Please send resumes to OpenPositions@GenesisESI.com , to apply.

Requisition ID: 2021-2

Job Type: Full Time