



GEOLABS, INC.

Geotechnical Engineering and Drilling Services

Accounts Payable / Accounts Receivable

Location: Honolulu/Waipahu, HI
Job ID: 2019-05
Area of Interest: Engineering
Job Type: Full-Time
Posted Date: October 16, 2019

Job Responsibilities:

Geolabs is currently offering a great opportunity for an individual to join our operations.

- Accounts payable – track, record, and pay vendor invoices and employee travel and expense reports.
- Cash Receipts Journal – track, record, and deposit cash receipts.
- Lump Sum Invoices – track and invoice lump-sum work orders.
- Employee Time Sheets – track direct timesheet entries and post manual employee timesheets to BillQuick.
- Work Order Records – Post new work orders to BillQuick.
- Field Reports – Track and collect daily field reports for invoice preparation.
- General Accounting - Reconcile all related general ledger accounts.

Minimum Requirements:

- AS degree in Accounting/Finance, preferred.
- At least 3-years of prior full-charge bookkeeping, AP or payroll experience required.
- Proficient with Microsoft Windows operating system
- Proficient with Microsoft Office (Outlook, Word and Excel)
- Proficient with other accounting packages (BillQuick, Quickbooks, etc.)
- Proficient with Certify or similar employee expense management applications

Geolabs, Inc. is a drug free employer and undertakes drug and alcohol testing as allowed by law and pursuant to its Substance Abuse Policy. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender or gender identity, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran and lactation in accordance with applicable federal, state and local laws.

Submit resume to: employment@geolabs.net

Equal Opportunities Employer/Minorities/Females/Vet/Disabled

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