



Consolidated Business Services (CBS) has an opening for a full time **Accounting Assistant**.

**First in the West, only second in the nation.** Consolidated Business Services provides efficient and economical outsourced partnerships for telecommunications operations, to create a shared resource model that is more cost effective.

**The primary purpose of this position is:** The Accounting Assistant is responsible for performing a variety of administrative and clerical tasks to support accounting staff.

#### **JOB DUTIES AND RESPONSIBILITIES:**

- Assist with processing large volume accounts payable for multiple companies.
- Research discrepancies and perform reconciliations as needed.
- Apply consistent and accurate general ledger coding and descriptions.
- Route invoices for proper approval, verify invoices against purchase orders and packing slips.
- Data entry of invoices into accounting software from source documents.
- Assist in processing weekly AP check runs for multiple companies. Mail/distribute all AP checks.
- File and maintain orderly accounts payable paid bill files.
- Enter processed electronic payments into the accounting software for multiple companies.
- Scan entered journal entries into accounting software and attach to proper location.
- Daily mail run. Receive/route/distribute mail. (Post office is within walking distance.)
- Occasional trips to CBS client companies to pick up/deliver intercompany mail and other items; other errands as needed.
- Partner with a variety of telecommunication companies to deliver and implements procedures with consistent applications that are shared throughout the partner companies.
- Performs other job duties and responsibilities as required to fulfill job functions or as assigned.

#### **JOB REQUIREMENTS:**

- The ideal candidate will have a minimum of one-year accounts payable experience, previous experience with purchase orders and work orders. OR One-year administrative support and/or education and previous experience combined.
- Must be detail oriented and multi-task with accuracy for multiple client companies.
- Ability to anticipate and respond to client company questions by phone and email.
- Must have ability to work and make appropriate decisions with little direct supervision.
- Proficient with basic word processing and spreadsheet applications.
- Excellent organizational, interpersonal and communication skills a must!

We are a drug free company and offer a generous benefits package. Applicants must possess and maintain a valid Oregon driver's license and a clean driving record.

**The CBS team is committed to; Collaboration-** We will foster a genuine and respectful workplace where everyone feels valued and acknowledge. **Balance** – We will grow together through strong relationships with each other and our partners. **Service-** We will encourage an environment of innovative thinking and create efficiencies to deliver outstanding service to our partners. If you are a qualified candidate, share our values and would like to join the CBS team please submit your resume by email to [jobs@cbsoregon.com](mailto:jobs@cbsoregon.com) or fax 503-263-9399. For more information about us, please visit <http://cbsoregon.com/>