

brownrudnick

Title: Accounts Payable Cashier

Department: Accounts

Office: London

Reporting Structure: Accounts Manager

The Accounts Department has an immediate opening for an Accounts Payable Cashier in our London office. Primary responsibilities of this position include coordination of all vendor payables and other responsibilities as required.

Responsibilities include but are not limited to:

- Data entry of vendor invoices
- Processing checks for vendor payments
- Maintenance of all payables vendor files
- Additional projects as required

Qualifications / Skills Required:

- Equivalent work experience
- Familiarity with basic accounting practices and principles
- Ability to multi-task
- Strong sense of urgency
- Strong attention to detail
- Excellent written and verbal communication skills
- Ability to work in a multi-currency environment

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