

LYNDA GLASGOW

ACCOUNT TECHNICIAN II

562 860-2451 x2255

lglasgow@cerritos.edu

Accounts Payable – Letters K-Z

(Vendors, Contractors, Travel, Petty Cash, Reimbursements)

ADDITIONAL DUTIES & RESPONSIBILITIES

- ▶ 1) Monitor payment history, partial payments, past due charges and purchase orders.
- ▶ 2) Communicate with departments and vendors on status of payments.
- ▶ 3) Maintain current remit to addresses.
- ▶ 4) Assist with questions regarding use tax and 1099's.
- ▶ 5) Follow up on stop payment requests.