



# SCHELLARY EVON THOMAS

ACCOUNT TECHNICIAN II

CERRITOS COLLEGE

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# INFORMATION

## Job Description for Accounts Payable

- Process invoices for letters A-J (Contracts, Reimbursements, Vendor invoices, Travel & Petty Cash) in a timely manner
- Monitors payment history, partial payments, past due charges, Purchase Orders
- Communicates with Departments & Vendors on status of payments
- Maintains current Remit to addresses
- Assists with questions regarding Use Tax and 1099s
- Follows up on stop payment requests