



Accounts Payable Accountant

Who are we?

Established in 1983, privately-held Pacific Market International (PMI) designs, manufactures and markets innovative food and beverage solutions designed for busy lifestyles. Our brands in the marketplace are Stanley, Aladdin, MiGo, and Slant Collections. PMI is headquartered in Downtown Seattle, with beautiful views of Elliott Bay from our office windows. We also have offices around the world in Shanghai and Shenzhen, China; Rio de Janeiro and Manaus, Brazil; Manila, Philippines; Amsterdam, The Netherlands; San Francisco and Bentonville, USA. More information can be found at www.pmi-worldwide.com.

Thanks for checking out our Accounts Payable Accountant position based in our new office in Robinsons Cyberscape Alpha (Ortigas).

Position Overview

The AP Accountant contributes to the day to day responsibilities of the accounting department while working collaboratively with the functional accounting team. The ideal candidate will have a strong attention to detail and the ability to learn new systems and processes quickly and easily.

Essential Job Functions

- Maintain the AP interface; assist with the routing and entry of accounts payable invoices, receipt of inventory, and review for proper general ledger coding
- Process the 3 way P.O matching invoices
- Prioritize invoices according to payment terms
- Reconcile vendor statements, research and correct discrepancies
- Other duties as necessary.

Education and Experience

- 2+ years work experience in Accounts Payable
- High school diploma required, college courses in accounting preferred
- Proficient in Excel and Word
- Knowledge of Oracle EBS and/or Hyperion, a plus

Proficiencies Required

- Good personal skills with the ability to effectively work with individuals and groups at all organization levels, ability to work independently and as a part of a team.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to take initiative and prioritize tasks; good time management, organizational, problem prevention and problem – solving skills.
- Ability to work accurately with close attention to detail.
- Ability to maintain confidentiality of sensitive information.
- Possess a work ethic that includes neatness and punctuality.

aladdin STANLEY miGo SLANT



Company Background

PMI is a fast-paced environment that works creatively and collaboratively. Not only are we privately owned and high energy, but we operate internationally and are growing fast. We strongly encourage you to read more about the company – it is an amazing place to work! (<http://www.pmi-worldwide.com>).

What do we do? We are committed to providing consumers with simple, stylish portable food and beverage containers that are built with a focus on community and sustainability.

We care about our people and recognize their efforts through monthly, quarterly and annual rewards and bonuses. Other benefits include HMO, life insurance, free meals, rice subsidy, night shift differential, education and training sponsorship and scholarships, and international travel.

We also care about our local and global community and show it in the following ways:

- All employees are given one paid day per year to volunteer at an organization nominated and selected by employees.
- PMI annually gives 1% of net profits to nonprofit organizations that align with our philanthropic pillars: children, education and the environment.
- Quarterly Grassroots Philanthropy Award where we donate to a nonprofit organization nominated and selected by employees.

Help us build our success story today.

If you have the qualifications and skills for this position please submit your resume to: anne.guardaquiver@pmi-worldwide.com.