



Toyon Research Corporation

6800 Cortona Drive
Goleta, CA 93117
www.toyon.com

CAREER OPPORTUNITIES - Santa Barbara, CA

Accounts Payable Clerk (Ref #1003-J)

Toyon Research Corporation is a federal government contractor seeking an Accounts Payable Clerk. Accounting duties include organizing invoices, purchase orders and packing slips; coding to appropriate general ledger accounts; prioritizing payments; issuing checks on a weekly basis via Deltak GCS; processing expense reports in accordance with the Federal Travel Regulations; reconciling bank statements.

Minimum requirements: 3 years accounting experience; ability to work with minimal supervision; close attention to detail; computer literate (Word and Excel); good organizational, time-management, and multi-tasking skills. All candidates must be U.S. citizens.

U.S. Citizenship Required

Please mail resumes to:
TOYON RESEARCH CORPORATION
Attn: Human Resources
6800 Cortona Drive
Goleta, CA 93117

or email to:
employment@toyon.com

Toyon is an Equal Employment Opportunity Employer M/F/D/V

WE OFFER OUTSTANDING BENEFITS INCLUDING COMPANY PAID PENSION AND PROFIT SHARING PLANS.