



ThinkFun Inc.
1321 Cameron St.
Alexandria, VA 22314
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Accounts Payable Specialist
Job Description

ThinkFun Inc., the leading producer of mind challenging games, is seeking an outgoing, highly motivated individual to work in our Accounting Department. This individual will be responsible for all aspects of accounts payable including the timely processing of all vendor invoices, researching and resolving vendor statements, verifying vendor 1099 status, preparation of checks and wire transfers, processing of expense reports and other activities as determined by management.

The ideal candidate will have excellent interpersonal skills, strong verbal and written communication skills and the ability to handle multiple tasks. Strong attention to detail, excellent organizational skills and the ability to work and make decisions independently required. A BA/BS in Accounting and/or Finance and a minimum of two years experience is required.

ThinkFun's corporate office is located in Old Town Alexandria. We offer a competitive compensation and benefits package, no relocation package. Interested candidates should send resumes with salary requirements to resumes@ThinkFun.com. No phone calls please. Local candidates only.