

Job Summary for Accounts Payable position.

Duties/Responsibilities:

- Printing out and sort vendor invoices daily from the company email.
- Open and sort the vendor invoices that come in via regular mail.
- Get timely approvals from Dept heads before processing.
- Process vendor invoices and prioritize them for timely payment.
- Research, discuss, and aid in the correction of PO/Invoice discrepancies.
- Code invoices accurately with appropriate general ledger account number.
- Provide internal and external customer service regarding payments and invoice inquiries.
- Utilize accounting systems and software efficiently and accurately.
- Produce weekly reports for plant managers and the corporate office.
- Print check runs
- Attach backup documentation for each check and send same to corporate office for signature.
- Maintain communication with corporate office to track progress of outstanding checks.
- Filing invoices and check stubs. Maintain the files neatly so that they can be accessed easily for audits.

Skills/Abilities

- This is a high volume position involving processing the AP for two separate manufacturing facilities.
- Attention to detail and clear and timely communication is essential.
- Must be reliable and focused.
- Must be proficient in Microsoft Office products or related programs.

- Ability to successfully interact with many diverse people is key to the success of the job.

Education/Experience

- Candidate must have high school diploma.
- Business or Accounting degree preferred.