

Salaried Employment Opportunity

POSITION: Accounts Payable Coordinator
Non-Exempt

Working under general supervision, the Accounts Payable Coordinator works under the Assistant Controller. The Accounts Payable Coordinator is responsible for providing accounting support to major financial accounting areas, including a focus on the accounts payable area, general ledger accounting, and account reconciliation. This position requires an understanding of company policies and procedures to ensure that expenses and cash flow are managed effectively. This could include:

- Matches invoices to packing slips and checks for appropriate approvals on computer system, prints purchase invoices, and then prepares them for payment.
- Reviews invoices for correctness for products received. Sends invoices with discrepancies to Purchasing Originator for resolution.
- Evaluates invoice discount terms and acts accordingly.
- Research vendor calls regarding payment discrepancies and other issues.
- Match checks w/invoice and sends to vendors.
- Maintains daily contact with personnel in the Purchasing Department & other P.O. originators throughout the organization, including the Purchasing Director.
- Processes and updates 1099 filing data according to government regulations.
- Reconciles vendor statements to accounts payable balances.
- Processes reports and balances accounts payable each period.
- Processes freight bills for payment.
- Prepare year-end audit work papers as required.
- Perform other accounting duties and projects as assigned, working collaboratively.

QUALIFICATIONS:

- High School diploma required, Associates Degree or more preferred
- Minimum of five years accounting experience, preferably in a manufacturing environment, including Accounts Payable and/or Accounting degree required.
- Microsoft Office proficiency preferred.
- Must demonstrate an ability to learn and use ERP software.
- Must have good communication, interpersonal, analytical, and organizational skills

If you meet these qualifications and are interested in being considered for this position, please submit your resume to Sara Whisler at sara.whisler@flexfab.com

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