



We are looking for a

Accounts Payable Specialist – Gray Court

The Accounts Payable Specialist reports directly to the Director of Finance and is responsible for performing the accounting and data entry tasks related to the efficient and effective maintenance and processing of accounts payable transactions in accordance with procedures. Tasks include vendor maintenance, accounts payable activity, bookkeeping and general accounting support.

Essential job responsibilities:

- Maintain vendor files to ensure compliance with department procedures and terms and conditions of purchase
- Review vendor invoices entered into ERP to ensure ALL data is entered correctly
- Reconcile accounts payable transactions and corresponding general accounts
- Research and resolve invoice issues and payment discrepancies and communicate to vendors and/or other Fibertex staff members
- Monitor Accounts Payable related activities within the ERP system and performs/recommends actions for proper performance of ERP
- Analyze and improve workflow of accounts payable related transactions.
- Communicates finance department procedures and work instructions to staff members performing accounts payable related transactions
- Process transactions and performs accounting duties such as account maintenance, recording entries and reconciling of books of accounts
- Prepare actual to budget spend variance of selected general ledger accounts in preparation of month-end financial statement preparation
- Create month-end adjusting entries and accounts payable reporting in accordance with month-end closing procedures
- Assist in annual budgeting of select general ledger accounts and monthly forecasts when required.
- Perform necessary functions in support of audit of financial results and tax preparation
- Prepare 1099 reports and other tax related year-end activities
- Performs other duties as assigned.

Qualifications/Competencies

- Accounting degree in accounting or equivalent experience
- 2 + years Account Payable experience required
- Excellent customer service and communications skills required
- Knowledge of the purchasing cycle in a manufacturing setting
- Strong computer skills using Excel, Word, Power Point and Outlook.
- ERP/ MRP knowledge experience desired
- Excellent written and verbal communication skills with the ability to communicate professionally at all levels
- Confidentiality is a requirement, as this person will have access to restricted financial information
- Demonstrate excellent problem solving skills and ability to analyze
- Excellent organizational skills, accuracy and attention to detail
- Must be able to multi-task in a fast-paced environment.
- Must be able to meet timelines and deadlines
- Strong interpersonal skills and ability to work within a team
- Self-motivated and willing to learn

Physical and Other Requirements

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at a time
- All final candidates are subject to successfully completing background requirements



Please apply or submit resumes online at Careers@fibertex.com. Fibertex offers a very competitive salary and benefit package.