

R. L. Deppmann Company

Job Title: Accounts Payable

Reports To: VP Finance

Scope: Process vendor invoices, expense reports and checks timely and accurately and interacts appropriately with vendors and staff.

Responsibilities include:

- Vendor Invoice Processing
 - Process inventory invoices after matching them to purchase orders (for price) and receivers (for quantity)
 - Process other accounts payable invoices after getting the appropriate approvals
 - Process expenses reports and ensure that proper documentation and receipts are present
 - Flag/record use tax when necessary
 - Properly process Aerco warranty invoices
- Check Processing
 - Process weekly check runs as well as other checks as needed
 - Take vendor discounts when they are available
 - Pay vendors with credit card where appropriate
- Month-End and Year-End Processes
 - Balance accounts payable trial balance and unvouchered receipts reports to the general ledger each month
 - Balance the Amex clearing account to the Amex vendor on accounts payable trial balance
 - Update spreadsheet of external labor invoices
- Backup to other members of the accounting department
- Any other duties as assigned

Requirements:

Intermediate skills in Microsoft Office (primarily Outlook, Excel and Word), ability to learn and work in business systems, good people skills, work well with other team members. Minimum of 5 year's experience in high volume accounts payable.

Send resume to Human Resources at jobs@deppmann.com