



Accounts Payable Specialist

PEKO Precision Products / Martec Industries participates in a full range of manufacturing aspects from innovative technology solutions to electro-mechanical product manufacture, including vertically integrated contract manufacturing. These activities take place in our expansive quarter million total square feet of modern climate controlled manufacturing floor space, and supported through highly skilled engineers, trades people and a commitment to investing in the latest industrial equipment and technologic tools.

We are currently hiring an **Accounts Payable Specialist** to assist our accounting team. The ideal candidate will be able to work in an extremely fast-paced environment while maintaining accuracy. We offer medical, dental, life / disability insurance, profit sharing, training opportunities and paid time off. Help us continue 50 years of success!

RESPONSIBILITIES:

- Receive invoices and enter information into management information system
- Match invoices to packing slips and/or proper documentation
- Verify proper paperwork for approvals, pricing, and quantities
- Distribute inter-office mail between company buildings.
- Copy, file, data entry, switch board relief, and general clerical support for accounting department & management staff as needed.

EXPERIENCE / EDUCATION:

- This position requires communicating with all levels of management and employees in various departments as well as outside vendors. Excellent verbal and written communication skills are essential for success.
- Proficient in MS Office
- Associates degree in Accounting or degree in progress preferred

For immediate consideration please respond to this posting with your resume and salary requirements.

Visit our website: www.pekoprecision.com

It is PEKO's policy to provide for and promote equal employment opportunity in employment compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, Vietnam Era Veteran status, genetic predisposition, or carrier status. PEKO complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.