

Rochester Colonial Mfg. Corp

Accounts Payable Specialist

We are looking for an Accounts Payable Specialist to join our team in Rochester! This is a critical position on our finance team, and we're looking for someone with a combination of skills and experience for immediate consideration. If this sounds like you, please apply! We want to speak with you!

Responsibilities

- Process invoices through a computer PO system, ensuring math accuracy, proper account coding, proper approvals, and evidence of receipt. All processes use Sage MAS 500 enterprise software. This includes scheduling payments and processing weekly checks.
- Use a paperless document storage system.
- Record product received to the computer software from warehouse paperwork.
- Manage vendor data and issues with divisional purchasing agents.
- Research and resolve accounts payable issues.
- Maintain an accurate open PO list and follow up on open PO's promptly.
- Contribute monthly data for sales tax return.
- Assist with annual 1099 processing, maintain W-9 records and AP files.
- Maintain Fixed Asset files and assist with annual budget data preparation.

Skills required:

- Two-year accounting degree required.
- Experience working in a structured Accounts Payable function preferred.
- Accounting experience in a manufacturing company is also a plus.
- Successful candidate will possess good organizational skills and ability to work independently.
- Attention to detail is required.
- Must be proficient with Microsoft office products, particularly Excel including the ability to download data from vendors and work with data filters and pivot tables.
- Excellent organizational and communication skills are also essential.
- Needs to be a team player and able to problem solve and change priorities rapidly.

What's in it for you:

- Competitive Salary

- Full Benefits
- Great work environment

An opportunity like this does not come along everyday. Apply with your resume now for immediate consideration!

HOW TO APPLY: Submit cover letter and resume by email, on-line, mail, fax or telephone:

Email: bettyp@rochestercolonial.com

On-Line: <http://www.rochestercolonial.com/employment>

Address: 1794 Lyell Avenue, Rochester, NY 14606

Telephone: 585-254-8191, Fax: 585-340-9176