



Accounts Payable Specialist

Precision Countertops is the leading custom countertop manufacturer in the Pacific Northwest. With over twenty five years of experience manufacturing and installing countertops, we have thousands of satisfied customers. We are currently recruiting for an **Accounts Payable Specialist** for our **Wilsonville, OR** location. Our success lies in the people we hire. We are committed to providing a personal and rewarding experience for every employee in our organization by offering a positive work environment and career advancement by promoting from within. If you are an innovative, service oriented team player and meet the following requirements below, we want to talk to you.

Responsibilities

- Review all invoices for appropriate documentation and approval prior to payment
- Process 3 way P.O. matching invoices
- Prioritize invoices according to cash discount potential and payment terms
- Process check requests
- Audit and process credit card bills
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- 1099 maintenance
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist with other projects as needed

Qualifications

- High school diploma required, college courses in accounting preferred
- Must have strong work ethics
- Must be well organized and a self-starter
- Must be able to follow standard filing procedures
- Detail oriented, professional attitude, reliable
- Proficient in Excel and Word, 10-key by touch, Oracle experience a plus
- Ability to type 60-65 wpm
- Possess strong organizational and time management skills
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures
- Ability to communicate effectively verbally and in writing
- Ability to interact with employees and vendors in a professional manner

- Ability to speak and write English
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- GP Dynamics Experience a real plus.

To be considered for this position, please submit resume and cover letter, in Word format, to careers@precisioncountertops.com or fax to 503-855-2084.

Precision Countertops is proud to be an Equal Opportunity Employer