



Accounts Payable Clerk

Location: Danville, PA

Salary: \$18 - \$20/hour DOE

Email your resume to **Lauren.Mishler@Fabtex.com** to apply.
In the subject line, write: “**Application— Accounts Payable Clerk**”

Role and Responsibilities:

This position performs various financial functions to support the Accounting Department. Duties may include:

- Match and validate purchase orders to the receivers and invoices for all locations
- Process and enter vendor invoices
- Communicate with the purchasing department regarding any invoicing issues
- Process internal expense reports
- Maintain and oversee the subcontractor certificate of insurance (COI) requirements
- Set up new subcontractors and vendors in Accounts Payable
- Process weekly vendor, installer, and ACH payments
- File and provide support for transactions as needed
- Manage receiving logs for all locations
- Manage phone lines
- Special projects: e.g. Sales Tax Project
- Month end: Complete the month-end accounts payable reports for CFO

Minimum qualifications:

- Minimum of 2 years related work experience required.
- Knowledgeable in accounting functions.
- Proficient in Microsoft Office, including Word, Excel and Outlook.
- Previous work experience using an ERP system preferred.
- Possess a can-do attitude and effective communication skills.