

## FERADYNE OUTDOORS JOB POSTING ACCOUNTS PAYABLE CLERK

### QUALIFICATIONS (EXPERIENCE/EDUCATION)

- ❖ HS diploma/GED with 2 years' accounting experience or 2-year degree required
- ❖ Experience in a manufacturing environment desired
- ❖ Pre-employment drug screen required

### JOB DUTIES

Position Summary	Essential Duties & Responsibilities
<p>Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.</p>	<ul style="list-style-type: none"> <li>▪ Review invoices and check requests</li> <li>▪ Sort and match invoices and check requests</li> <li>▪ Set invoices up for payment</li> <li>▪ Process check requests</li> <li>▪ Reconciliation of payments</li> <li>▪ Prepare analysis of accounts</li> <li>▪ Monitor accounts to ensure payments are up to date</li> <li>▪ Resolve invoice discrepancies</li> <li>▪ Vendor file maintenance</li> <li>▪ Correspond with vendors and respond to inquiries</li> <li>▪ Produce monthly reports</li> <li>▪ Assist in month end closing</li> <li>▪ Other duties as assigned by manager</li> </ul>
<p><b><u>Immediate Opening</u></b></p> <p>Submit in person or email FeraDyne Outdoors Employment Application and resume to:</p>	<p><b>Knowledge, Skills, &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>• Knowledge of accounts payable</li> <li>• Knowledge of general accounting procedures</li> <li>• Knowledge of relevant computer applications</li> <li>• Proficient in data entry and management</li> </ul>
<p>Human Resources 1230 Poplar Avenue Entrance A (upstairs) Superior WI 54880</p> <p><b>jobopps@feradyne.com</b></p>	<p><b>Key Competencies</b></p> <ul style="list-style-type: none"> <li>• Organizing and prioritizing</li> <li>• Attention to detail and accuracy</li> <li>• Confidentiality</li> <li>• Judgment</li> <li>• Communication skills</li> <li>• Information management skills</li> <li>• Problem-solving skills</li> </ul>