

WELLONS, INC. a renewable energy company and a leading manufacturer for industrial boiler and cogeneration plants, has an opening for an experienced accounts payable person in our accounting department.

ACCOUNTS PAYABLE

This position is responsible for the processing of all accounts payable for a multi-company structure. Applicant “must” have in-depth understanding and experienced in all areas of accounts payable.

REQUIREMENTS/QUALIFICATIONS:

- 4 plus years’ experience in a high-volume corporate environment.
- Must be computer literate able to work in an integrated systems environment (*QuickBooks experience is not applicable*).
- Proficient in MS-office applications (Excel & Word).
- Must be fluent in written and verbal communication.
- Able to work in a team environment effectively with the ability to see the big picture and exert proper influence to impact the outcome on issues.
- Must have excellent people skills, able to work across departmental lines effectively.
- Productive individual who is accurate, dependable and a team player.

Only applicants with the above qualifications will be considered.

RESPONSIBILITIES:

- Review incoming invoices and check requests routing for approval and/or tracking of invoices in approval process.
- Sort and match invoices and check requests, matching to Purchase Orders and appropriate supporting documentation such as packing lists.
- Set invoices up for payment ensuring invoice is vouchered to correct company, and proper account/project codes are used.
- Prepare and process weekly accounts payable check runs and ACH payments for each company, insuring invoices are paid within in terms and capturing prepayment discounts.
- Reconcile Vendor statements, when received, to AP records quarterly at a minimum.
- Maintain accuracy of vendor file maintenance, including contact information and EIN’s.
- Other duties as assigned.

Qualified candidates who possess these skills and are looking for a position in a well-established firm offering medical, vision, dental, and profit sharing are encouraged to submit a resume.

E-Mail: HR@Wellons.com