

## **ACCOUNTS PAYABLE CLERK**

Precision Aircraft Solutions Consolidated is an international leader in the design and execution of aircraft cargo conversions and special mission modifications, component and mod kit manufacturing, STC and AMOC certification, and continued airworthiness support. The dedication to our customers and creative innovation by our employees is evidenced by our core values of ownership, motivation, respect, honesty, and adaptability.

The primary job duties of the accounts payable clerk will include completing the payment of open invoices on a bi-weekly basis for a materials and logistics company. Average checks issued per bi-weekly period: 80-120. This position will assist in process/procedure development and execution to control expenses by receiving, processing, verifying, and reconciling invoices. Liaise with procurement and logistics group to resolve discrepancies between purchase orders and vendor invoices.

### **JOB DUTIES AND RESPONSIBILITIES:**

- \* Charges expenses to balance sheet and income statement accounts by analyzing invoice/expense reports; recording entries.
- \* Verifies receipt of inventory, three-way match of inventory to invoices, tracking and analysis of open payables items
- \* Pays vendors bi-weekly; verifying federal id numbers (and obtaining W-9 for new vendors); scheduling and preparing checks and ACH batches; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos.
- \* Maintains accounting ledgers by verifying and posting account transactions.
- \* Verifies vendor accounts by reconciling monthly statements and related transactions.
- \* Assist the warehouse staff with inventory accounting related issues.
- \* Posting and tracking of Sales Invoices and preparation of Accounts Receivable reporting

### **REQUIRED SKILLS AND EXPERIENCE:**

- \* Experience with Great Plains Dynamics Accounting System preferred
- \* 5-10 years practical experience in accounts payable
- \* Proficient with Microsoft Office and other Web Based Applications
- \* Intermediate to advanced Excel skills, including pivot tables, vlookups, and other advanced database functions
- \* Strong interpersonal and communications skills, tact, diplomacy and graciousness
- \* Detail-oriented, but able to "see the forest beyond the trees" as well
- \* Contribute to our culture of being collaborative, respectful, accountable, reliable, transparent, ethical, efficient, high-achieving, and become a change agent

### **TO APPLY:**

Please email your resume to Donna Goddu, HR Manager: [donna.goddu@ericksongroup.com](mailto:donna.goddu@ericksongroup.com) or apply for the position on Indeed.