

ACCOUNTING

PRINCIPALS

Food Distribution Company in Glenview – Direct Hire – Metra Accessible

Position: AP Clerk **Base Pay:** \$38,000-\$40,000 Annual Salary + Benefits

Overview:

AP Clerk will work under our Finance/Accounting Department. Main purpose of this position is to support our Accounts Payable in auditing and completing all payable functions. This requires data entry, verification of invoices, receiving of invoices, processing checks and filing of invoice back up.

Responsibilities:

- Receive and organize all invoices via mail or email.
- Verify costs and receipt dates on each invoice.
- Handle Balance resolution and statement reconciliations.
- Enter all invoices to correct GL Accounts utilizing our SAP system.
- Process checks to vendors.
- Files all paid invoices to correct location.
- Small amount of analysis on a daily basis reviewing vendors or accounts.

Requirements:

- 2+ years of Accounts Payable Experience.
- Knowledge of SAP (SAGE), Microsoft Word and Excel-Preferred.
- Strong Communication and Organizational skills.
- Ability to be accurate with Data Entry.
- Ability to prioritize daily tasks.
- Team Player who is willing to work with different personalities.

Company is awesome to work for, CFO there 15 years

Summer hours

3 weeks of PTO

Full med/dental, 401K

Bus casual, comfortable office, plenty of parking, metra accessible

3rd generation family business, founded in 1957, they are a food packaging and products company. They partner with companies like Starbucks, restaurants, etc. and they manufacture and distribute products such as juices, lemonades, waters, wines, etc. Most of their packaging is box packaging. For example, they make the lemonade and smoothy products for Starbucks and the wine in a box for Trader Joes.

For immediate consideration, please email your resume to stacy.scott@accountingprincipals.com.