



**Denco Sales is a wholesale distributor of equipment and supplies used by visual communications providers including sign manufacturers, digital printers & screen printers.**

We are currently seeking the right candidate to accept a full-time Accounts Payable Clerk.

Denco Sales typical operating hours are Monday – Friday from 8 a.m. – 5 p.m.

The Account Payable Specialist will perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare and process accounts payable invoices, checks, wire and ACH payments
- Reconciliation of invoices to PO's; interface with Purchasing and Receiving departments
- Prepare periodic analysis of vendor accounts
- Monitor vendor's accounts for open balances, clear disputed items, etc.
- Resolve any invoice discrepancies
- Assist in the vendor file maintenance and 1099 reporting
- Correspond with vendors and respond to inquiries
- Sort and match invoices and check requests
- Produce monthly reports that are required by management
- Complies with safety and corporate guidelines on business ethics
- Other duties as requested by management

### **SKILLS AND COMPETENCIES:**

- Organizing and prioritizing
- Teamwork and collaboration skills
- Attention to detail and accuracy
- Confidentiality
- Effective communication skills
- Information management skills
- Problem-solving and analytical skills

### **EDUCATION AND EXPERIENCE:**

- Minimum 3 years of current A/P experience required
- Proven strong computer aptitude in a Windows environment and data entry.
- Advanced Excel skills
- Maintains confidentiality with information & communications
- Associates Degree in Accounting and 7+ years performing accounting duties

### **BENEFITS:**

Full-time employees are eligible for Medical, Dental, Vision, Life Insurance, Flex Plan and LTD after successful completion of 60 DAYS. PTO benefit accrual at 90 days.

Full-time and Part-time employees are eligible for the 401k Plan after 60 days of employment

Apply today to express your interest in a great organization!! We look forward to hearing from you! Please respond [here](#) with your resume and salary requirements

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**