

JOB DESCRIPTION

DEPARTMENT: Finance

DIRECTOR:

Jill McCoskey

JOB TITLE: Accounts Payable/Jr Accountant

DATE UPDATED:

7/31/19

COMPANY BACKGROUND

Established in 1993, Creative Materials Corporation (www.creativematerialscorp.com), is a supplier of architectural tile, stone and brick focused on the specification and supply of such building materials to commercial construction projects. With corporate offices in Albany, NY and established territories across the U.S., Creative Materials offers one of the widest selection of materials representing hundreds of the most respected manufacturers from around the globe. Creative Materials has extensive familiarity with the commercial construction industry and employs a project management approach to the supply of its products to commercial projects owned by large developers, multi-unit restaurant, hospitality & retail chains and facilities groups nationwide.

LOCATION

Position is based in Creative Materials' corporate headquarters located in Albany, NY.

SUMMARY

This position reports to the Director of Finance and is responsible for processing and maintaining all accounts payable files as well as other accounting duties as assigned. We are looking for a reliable and experienced professional who is a team player and can work independently on assigned tasks.

RESPONSIBILITIES

- Receive and process all invoices, maintain all AP files.
- Input both PO and Non-PO invoices to proper accounts.
- Ensure that invoices are processed with proper backup and approvals.
- Enter invoices accurately into Microsoft Navision for payment.
- Create weekly check run.
- Reconcile vendor payable statements.
- Research and resolve billing discrepancies.
- Prepare checks, match checks to appropriate invoices, provide for signature, mail checks.
- Vendor maintenance, including 1099 reporting.
- Other accounting department duties as assigned.
- Verify expense reports and input for payment.
- Assist with sales and use tax filings.
- Assist in weekly cash forecasting.
- Assist in month end close process and reconciling ledger accounts.

SKILLS AND QUALIFICATIONS

- BS degree in Accounting or related field.
- 1+ years of Accounting experience.
- Strong written and verbal communication skills are required.
- High attention to detail is required.
- Positive attitude, strong work ethic, and ability to multi-task.
- Excellent customer service skills are required.
- Strong proficiency in MS Office, with a special emphasis on Excel, is required.
- Proficient in 10-key touch
- Experience with MS Dynamics NAV is desirable.