

JOB DESCRIPTION

DEPARTMENT: Finance **JOB TITLE:** Accounts Payable Specialist
MANAGER: Jill McCoskey **DATE POSED:** January 2022

COMPANY OVERVIEW

Established in 1993, [Creative Materials Corporation](#) supplies surface materials such as tile, resilient flooring, pavers and setting materials to the commercial construction industry. Utilizing extensive experience, Creative Materials guides architecture firms, developers, and corporate multi-unit brands through product specification and the successful supply of materials. Creative Materials adds value to client's projects by offering an unmatched combination of product sourcing capabilities, nationwide supply chain solutions, and excellence in service.

COMPANY VISION

To set a new standard for partnering with surface material suppliers on commercial projects.

COMPANY MISSION

To help our clients design and build better communities by simplifying the selection and supply of surface materials on commercial construction projects.

COMPANY CORE VALUES



One culture, aligned around the same vision, living by the same values. We trust one another to do our part as a team to make each project successful.



Care About Others

We recognize that successful business outcomes require successful people outcomes. Our priority is to be people helping people.





Client First

We are a service company that happens to sell products. It's how we apply thoughtfulness and problem solving to help clients achieve the best outcomes possible that sets us apart.



Creativity

In a rapidly changing world, what worked yesterday may not be effective today. We challenge the status quo, encourage innovation, and aspire to set new standards of how value can be offered to our clients.

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 cash daily, create cash forecast.
- 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 requests as assigned.
- Verify expense reports and input for payment.
- Assist with sales and use tax filings.
- Assist with affiliate company books.

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 multitask.
- 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.

