

Accounts Payable Specialist

An innovative, expanding, international company rooted in the Annapolis / Kent Island area of Maryland is looking for an experienced professional to join the team as an **Accounts Payable Specialist** for their Stevensville, Maryland office. As a customer centric, family-oriented organization, we focus on career minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the Controller.

Duties and Responsibilities:

- Completes daily accounting operations including general ledger oversight, account reconciliations, and invoice data entry
- Pulls receipt of goods and reconciles against purchase orders
- Contacts purchasing or shipping and receiving department for pricing discrepancies, invoice approval and resolutions with vendors
- Reconciles petty cash
- Prepares reports by compiling summaries of accounting details
- Pulls credit card statements for employee expense reports
- Maintains and provides credit applications, 1099s and certificates of insurance
- Operates in ERP system to process invoices, reconcile transactions and process POs
- Processes credit cards provided by customers
- Prepares weekly check runs for signature
- Communicates with customers and vendors regularly about open invoices and payments
- Performs clerical accounting duties including filing records, printing checks etc.
- Other job duties as assigned

Education and Experience:

- Associates Degree in Accounting, Business or similar preferred
- 1-4 years of experience in an Accounts Payable role, or similar
- Excellent computer skills. Proficient in Microsoft Office Suite
- Ability to work in a fast-paced manufacturing environment
- Strong organizational and communication skills
- Ability to multitask, and handle a variety of inquiries with knowledge and tact
- Team Player

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental, and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Contribution, Commission, 13 paid vacations days, 5 paid sick days and 12 paid holidays
- Growth opportunities are available.

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