



## **MGC Pure Chemicals America, Inc.**

**Date Created:** 02.05.2018  
**Job Title:** Accounts Payable Specialist  
**Reports to:** Controller  
**Schedule:** Monday – Friday 8:00am – 4:30pm

### **Overview**

The Accounts Payable Specialist will be responsible for all Accounts Payable processing functions, vendor invoice processing, weekly accounts payable check runs, ACH payments and credit card statement reconciliations and payments. Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports as well as other duties as required. The position reports to the Controller.

### **Responsibilities:**

- Inputs data into Accounts Payable System, matches documents and prints vendor checks.
- Maintains and issues ACH payments through the Banking website.
- Calculates & reports Sales Tax for Mesa, Arizona & California
- Responsible for the Cash Disbursements reconciliation.
- Maintains manuals and processes for department.
- Back up for Accounts Receivable customer invoices.
- Performs specific administrative tasks/projects as assigned by Controller.
- Issues year end 1099's

### **Qualifications:**

- AA/AS degree in Accounting/Business, preferred.
- SAP Business One or equivalent experience preferred.
- Two (2) or more years work related experience in a Manufacturing Environment.
- Personal Computer (P.C.) proficiency with working knowledge of Microsoft Windows, MS Word and Excel required.
- Proven effective oral and written communications, organizational and problem solving skills.
- Ability to schedule multiple tasks effectively and meet deadlines.