

Job Description – Accounts Payable Coordinator

PTR Baler and Compactor (PTR) has an immediate need for an **Accounts Payable Coordinator** to join our Accounting team, reporting to the Staff Accountant!

PTR is a world leader in the waste equipment industry. Our mission is to help companies achieve their green initiatives by reducing waste streams and increasing recycling efforts. The company manufactures and services balers, compactors and provides parts and resources to customers.

The **Accounts Payable Coordinator** plays a key role in making sure that our organization disburses accurate and timely payments for goods and services in a high-volume environment.

KEY RESPONSIBILITIES:

- Process all accounts payable (A/P), expense reports, and receiving documents. This includes inventory and non-inventory transactions using PTR's proprietary software.
- Match purchase orders with vendor/supplier invoices.
- Code and data enter invoices for payments.
- Properly match invoices to documentation.
- Review invoices to ensure compliance with contract terms.
- Ensure that payments to vendors are made on a timely basis according to agreed terms.
- Make sure all disbursements are approved.
- Prepare, process and record A/P checks and wire transfers.
- Review open A/P receipts and follow-up on all discrepancies.
- Maintain A/P spreadsheets and reports on a weekly basis.
- Answer all supplier inquiries.
- Issue 1099 forms.

REQUIREMENTS:

- Candidates for this role should have 1-3 years of accounts payable experience, preferably in a high-volume manufacturing environment.
- Associates degree in Accounting or 4 plus years of relevant work experience strongly preferred.
- Must be able to prioritize and organize their work and be detail oriented.
- Time management and multi-tasking skills required.
- Should be able to work independently with limited supervision.
- PC literate and proficient with Microsoft Outlook, Word, and Excel (including V-Lookup and Pivot Tables).
- Able to work overtime as required.
- Must have reliable transportation.

BENEFITS:

- Medical insurance, including Vision and Prescription Drug coverage. (If you don't need medical insurance, you can earn \$55.00 per week with proof of coverage after the waiting period).
- 401(K) Plan with profit sharing and company match.
- Group Life Insurance paid for by the company.
- Short-term Disability paid for by the company.
- Dental Insurance is available.
- PTO (Vacation/Sick time)
- 10 Paid Holidays (eligible at time of hire).
- Flexible Spending Account
- Telemedicine

Job Type: Full-time

Hours: 8am to 5pm, including 1 hour unpaid lunch, Monday thru Friday