

Accounts Payable/Receivables Specialist – Employee Owner

Department: Corporate Executive	Department No: 013110
Reports to: Chief Financial Officer	Reporting Employee: None
Work Schedule: 8:00 am – 4:30 pm, Monday – Friday with overtime pending business need	Location: Eden Prairie, MN
Exemption status: Non-Exempt	EEO Code: Administrative
Position Code: 5230	Work Comp Class Code: 8810A
Approval of Job Description:	

Summary:

This employee-owner is responsible for the administering the accounts payable process for Plymold. This includes recording and payment of invoices, operation of the Vantage Accounts Payable System and vendor relations as needed. Other duties include but are not limited to payment forecasting and tracking, critical results tracking, supporting the accounts receivable process as needed, and special projects.

Essential Duties + Responsibilities

- Timely and accurate processing of Accounts Payable activity.
- Develops and implements policies and procedures for all Supplier invoices to be received at corporate locations, with coordinating terms to balance corporate cash objectives and supplier needs.
- Works with purchasing teams to establish and maintain Supplier payments terms and current insurance certificates in Vantage; generates vendor disbursements and processes checks for appropriate mailing and filing.
- Reviews, prepares, and processes accounts payable invoice data into the Vantage system in a timely and accurate manner; maintains complete and accurate account payable records
- Maintains payment schedules for recurring payments and processes payments.
- Handles questions regarding accounts payable from vendors, internal customers and others; investigates and resolves vendor payment issues in timely manner.
- Files and maintains paid accounts payable invoices.
- As necessary, may assist in A/R collections and invoicing, period-end close, and other accounting projects.



- Performs accurate, timely accounting activities in support of corporate and business unit objectives including payment forecasting, critical results tracking, and special projects.
- Provides assistance to others in the department and seeks out cross-training opportunities.
- Contributes to the overall Company productivity.
- Must be able to provide appropriate security for confidential vendor and customer data.

Work Environment

The work environment for this position is primarily in an office setting. As Plymold is a manufacturer of furniture, the incumbent could also be exposed to dust, various temperatures, fumes, and loud noise in the manufacturing setting. Due to the potential need for the incumbent to spend time on the manufacturing floor, the incumbent must be able to tolerate some exposure to these workplace characteristics. The incumbent must also follow all company safety procedures, including wearing required personal protective equipment while on the production floor.

Competencies

- Education: 2-year degree in accounting or equivalent experience preferred
- Experience: 1-3 years of basic accounting experience, preferably handling accounts payable
- Holds Plymold information confidential and always uses discretion.
- The incumbent must be aware of Company policies regarding credit collections and payment authorizations
- Strong written and verbal communication and analysis skills required accompanied with a persona of a high character teammate.
- Must be analytical, including a high level of accuracy and must be detail oriented
- Ability to work collaboratively in a diverse environment with all levels of employees.
- This position requires an individual who is a self-starter and can work independently but also in a team environment that requires cross training, open communication, and team development activities
- Willingness to continuously learn and be open to feedback to improve individual performance.
- Must maintain safe maintenance practices and adhere to safety requirements.
- Demonstrable experience with PCs, prior experience with accounting software required; must be proficient with Microsoft Office products and capable of being quickly proficient in Vantage
- The incumbent must reside within a reasonable distance of the Eden Prairie, MN area to service this location.
- Travel: Minimal travel among Minnesota plants may be requested from time to time



The duties of this position may change from time to time. Plymold reserves the right to add or delete duties and responsibilities at their discretion. The job description is intended to describe the general level of work being performed. It is not intended to be all-inclusive.

Signature of Incumbent Acknowledging Job Responsibilities and Expectations:

Signature

Date