



## ACCOUNTS PAYABLE ASSOCIATE

### Job Summary

Utility Pipeline is seeking an Accounts Payable Associate for our Canton, OH office. This motivated individual will calculate and post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization. Looking for an individual who is dependable, as well as, a quick learner and team player. This is a full time position with benefits.

### General Responsibilities

- Review all invoices for appropriate documentation and approval prior to payment
- Process invoices including invoice number, date, vendor address, item description, amount and coding per accounting policies and procedures
- Enter invoices into *Dynamic 365 Business Central*, scan, and attach document
- Recognize and implement accounting codes
- Prepare, print and mail accounts payable checks
- Match invoices to checks, obtain signatures for checks, and distribute accordingly
- Void checks
- Compile accounts payable weekly report for check selection
- Post ACH and intercompany transactions
- Reconcile UPL bank statements
- Process customer refunds
- Appropriately set up vendors and respond to vendor inquiries
- Reconcile vendor statements, research, and correct discrepancies
- Maintain files and documentation thoroughly and accurately
- Assist with special projects as necessary
- Process and distribute mail daily

\*The company reserves the right to add or change duties at any time.

### Job Qualifications

- Education: High school diploma or equivalent
- Experience: 1-2 years of related experience
- Ability to interact with employees and vendors in a professional manner
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness



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### Skills

- Excellent verbal and written communication
- Excellent organization and prioritization skills
- Data entry
- Paperwork
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Critical thinking
- Active listening

For more information or to apply through our website, check out <https://www.utilitypipelineltd.com/careers>.