



Accounts Payable Clerk

Penn Machine is looking for fulltime Accounts Payable person who under general supervision, use knowledge of basic accounting practices, data entry and company practices to prepare payable for all companies.

Voucher payables for Company and audit payables for other locations.

Resolve payable discrepancies in a timely manner.

Responsibilities and Duties

Individual will gather info to support billing process and reconcile accounts. Conduct timely preparation of vendor invoicing, and input data into accounting system.

Qualifications and Skills

1 + year of Accounting experience. Knowledge on how to utilize Microsoft Word and Excel. Any AS400 experience a plus but not necessary.

Benefits

Competitive benefits with Medical, Prescription, Dental, Vision, Life Insurance, Short Term Disability and 401k

Please send your resume or contact information to sue@pennusa.com