



Accounts Payable

Employer

Webster Combustion
619 Industrial Blvd,
Winfield, KS 67156

Job Details

Job Location: Winfield

Job Status: Hourly

Schedule: Full-Time

Salary Range: \$16.00 - \$18.00 /hr

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Position Summary:

This position is responsible for processing AP and AR transactions, initiating AR collections as directed, assisting with month-end reporting, and completing special projects as assigned. This role plays a key part in maintaining compliance with internal controls and supports ongoing financial analysis and reporting activities.

Responsibilities:

- Audits A/P and A/R invoices for accuracy and corrects any errors.
- Processes A/P and AR invoices as directed.
- Assists with the weekly AP check process.
- Reconciles customer (AR) and vendor (AP) ledger balances and makes corrections as needed
- Posts customer payments accurately. Initiates collection action against delinquent customers as directed.
- Reconciles general ledger accounts as assigned.
- Prepares and posts journal entries and completes supporting schedules as assigned.
- Supports internal and external audits by providing documentation and analysis.
- Follows internal controls and keeps sensitive information confidential.
- Assists with the annual physical inventory count.
- Other duties and responsibilities as assigned.

Qualifications/ Requirements:

- Excellent verbal and written communication skills.
- Ability to operate office equipment such as computers, calculators, and copiers.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with customers.
- Self-motivated and able to work independently.
- Ability to interact effectively with all departments and levels of the organization.
- Basic mathematical skills. Time management skills for meeting deadlines.

Experience/ Education:

- Bachelor's degree, working toward a bachelor's degree, or equivalent work experience in Accounting.
- 1+ years of accounting experience
- Understanding of accounting principles
- Experience with ERP/accounting systems
- Proficient in Microsoft Excel and other Microsoft Office applications
- Strong analytical and organizational skills
- Ability to manage multiple priorities and meet deadlines
- Attention to detail and integrity

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hand to finger, handle or feel; and reach with hands and arms. Ability to walk long distances, climb ladders and stairs, stoop, balance, bend, and kneel. This position requires the ability to occasionally lift products and supplies, up to 25 lbs.

Any offer is contingent based upon the successful completion of a background investigation, a mandatory pre-employment drug test (we will arrange for you), and your ability to comply with federal law requiring you to show proof of your ability to work in the United States on your first day of employment.

Application Instructions:

Apply in person at 619 Industrial Road.

- 1) Enter main door
- 2) Complete application
- 3) Ask to speak to HR

Or visit the link: <https://webstercombustion.isolvedhire.com/jobs/1498170>