



**S AND Y INDUSTRIES**  
ELECTRONIC MANUFACTURING SERVICES

## **Accounts Payable Clerk**

### **Employer**

S and Y industries  
606 Industrial Blvd  
Winfield, KS  
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info@sandyindustries.com 67156

### **Summary**

S and Y Industries, Inc. has an immediate opportunity for an Accounts Payable Clerk. This on-site position is responsible for supporting the accounting department, performing basic office tasks, filing, data entry, communicating with suppliers and audit assistance.

### **Principal duties and Responsibilities**

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Ensures credit is received for outstanding memos.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by scanning and filing documents.
- Protects organization's value by keeping information confidential.
- Accomplishes accounting and organization mission by completing results as needed.

### **Experience and Required Skills:**

- High school diploma, GED, or equivalent required
- Associate degree in accounting, finance, or related field a plus
- Previous accounts payable experience preferred.



**Knowledge, Skills, and Abilities:**

- Tracking budget expenses
- Attention to detail
- Thoroughness
- Organization
- Analyzing information
- Accounting
- Vendor relationships
- PC proficiency
- Data entry skills
- General math skills

**What we have to offer:** S and Y has a competitive compensation plan, including a bonus opportunity. We also offer a paid comprehensive benefits package, including medical, dental, vision, life insurance, matching 401(k), paid holidays and PTO.

**TO APPLY:**

Candidates may apply by filling out application online application or at our facility:

**S and Y Industries, Inc.  
606 Industrial Blvd,  
Winfield, KS 67156**

Or you may also send letter, resume, references, and salary requirements to:  
[info@sandyindustries.com](mailto:info@sandyindustries.com)

**ABOUT S and Y INDUSTRIES, INC.:**

For nearly 40 years, S and Y has offered complete turnkey solutions from engineering to PCBA to wire harnessing to full box-builds. We also provide individualized, focused solutions to customers in a broad range of industries. Total customer satisfaction is provided through teamwork, defect-free product delivery and continuous product improvement.

To learn more about S and Y Industries, visit our website at [www.sandyindustries.com](http://www.sandyindustries.com)

