

Accounts Payable Specialist **Oshkosh, WI**

The Accounts Payable Specialist position is a full-time opportunity, located in Oshkosh, WI. The individual in this role is responsible for accurate and timely Accounts Payable maintenance and analysis for all OEC Graphics locations. Proactively provides solutions, continuously works toward improvement and efficiency in processing.

Essential Responsibilities:

1. Reviews all invoices for appropriate documentation and approval prior to payment.
2. Maintains all accounts payable reports, spreadsheets, and corporate files. Ensures accurate and timely Accounts Payable maintenance and analysis.
3. Reviews the company credit card statement and codes charges to the appropriate General Ledger account number.
4. Manages business expense reports, to include coordination of required documentation, facilitating reports for payment, assigning codes to appropriate General Ledger accounts, and submitting appropriate information to Accounting Supervisor.
5. Processes checks on a weekly schedule and prepares for signature and mailing; may perform special check processing on demand as necessary.
6. Purchases office (non-inventory/non-maintenance) supplies for OEC facilities.
7. Proactively solves problems and continuously makes recommendations for improvement and efficiency in processing.
8. Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge in general accounting methods and practices.
- Demonstrated ability to handle confidential information.
- Attention to detail and a high level of accuracy is required.
- Strong analytical and analysis skills.
- Solid computer skills and knowledge in Microsoft Office applications and solid knowledge in accounting software, preferably in MAS200.
- Strong communication skills, both verbal and written.

Education and/or Experience: Associate degree in Business, Accounting, or related field with at least 3 years of experience in accounting or Accounts Payable. Any combination of education and/or work experience will substitute for minimum qualifications.

It is the policy of OEC Graphics, Inc that all persons, regardless of race, color, age, sex, creed, sexual orientation, national origin, pregnancy, or handicap, be judged solely on their qualifications in employment matters. That includes, but not limited to, recruitment, hiring, promotion, transfer, training, compensation, and termination.

EOE/M-F