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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Position Title: Account Payables Specialist/Clerk – Non-exempt Position**

**Reports to:** **Operations or Office Manager**

**Job Summary:** The Account Payables Specialist handles the financial processing of payables transactions for our company, including assisting with verifying material receipts, approving invoices for payment, reconciling account discrepancies, general bookkeeping and financial reporting on payments to vendors. Other duties include analyzing expense records and assigning to the proper cost centers. The Specialist may also assist management or Accounts Receivables clerk during busy periods.

**Job Functions:**

* Processes payment to vendors by reconciling receipt discrepancies; monitoring discount opportunities; scheduling and preparing checks; resolving purchase order, contract, invoice or payment discrepancies; and insuring credit is received for outstanding memos.
* Set up vendor record files including verifying tax and federal id numbers.
* Maintains accounting ledgers by verifying and posting account transactions.
* Charge expenses, including freight, to accounts and cost centers by analyzing invoices and recording entries.
* Reconcile all vendor and expense payments to credit card accounts in a timely manner.
* Maintain petty cash accounts and log all outgoing disbursements on a weekly basis.
* Assist with processing material receipts in accounting system.
* Assist with processing customer invoicing.
* Maintaining files supporting material receipts, vendor invoices, tax documentation and petty cash records.
* Assist with audit support as necessary.
* Pays employees by receiving and verifying expense reports, preparing payment of such.
* Updates job knowledge by participating in education opportunities.
* May be asked to assist with other duties, responsibilities, activities not listed and may change at any time.

**Skills Needed:**

* Advanced mathematical and logical deduction skills
* Good understanding of basic accounting principles, and tax regulations
* Data entry skills
* Ability to consistently meet deadlines
* Strong organizational skills
* Experience in creating and editing spreadsheets (Excel)
* Experience with accounting software
* High degree of accuracy and attention to detail
* Customer service oriented and experience in customer communication
* Proficiency in English and MS Office
* Proficiency in using online collaboration tools such as Teams, Zoom, etc.
* Able to work independently

**Education/Experience Required:**

Bachelor’s Degree in Accounting or related area OR 3+ years’ experience in accounting work

**Other:**

* Position is full time, Monday – Friday, 8 am to 5 pm
* Position is eligible for a hybrid remote/in-person work arrangement.

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristics protected by federal, state or local laws.