



Job Title:	Accounts Payable	Job Category:	Accounting
Department/Group:	Purchasing	Job Code/ Req#:	
Location:	Clio, SC	Travel Required:	None
Level/Salary Range:	Salary	Position Type:	Full Time
HR Contact:	Andy Miller	Date Posted:	5/10/19
Will Train Applicant(s):	Yes	Posting Expires:	
External Posting URL:			
Internal Posting URL:	Website, Bulletin Board		
Applications Accepted By:			
IN PERSON – 2660 HWY 9 E CLIO, SC EMAIL – AMILLER@ARRISHOLDINGS.COM Subject Line: Cost Accountant		MAIL: Andy Miller Company Name 2660 Highway 9 East Clio, SC 29525	
Job Description			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none"> • Process and review submission of accounts payable documentation for manufacturing • Accountable for full-cycle accounts payable • Assist associates at all levels of the company with inquires and resolutions concerning AP • Perform month end close activities • Assist management with identifying process improvement and automation strategies • Assist with physical inventories 			
QUALIFICATIONS AND EDUCATION <ul style="list-style-type: none"> • Minimum 2 years of higher education; Bachelors in Accounting or Information Technology • Experience with ERP systems (Sage, NetSuite, SAP, Great Plains) • 3+ years of experience in Account Payable in a manufacturing environment • Valid Drivers License and clean driving record • Analytical thinker with high attention to detail • Good oral and written communication skills • Basic skills in Microsoft Office (Outlook, Word, Excel) • Manufacturing ERP software experience a plus 			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time