



**Date:** January 15, 2021

**Position:** Account Payable Processor

**Location:** Slidell, LA

**Work Schedule:** M-F 8 am-5pm, Non-exempt position

To apply: Send Resume and Cover Letter to [careers@gaylordchem.com](mailto:careers@gaylordchem.com)

The basic responsibilities shall be in the areas of accounts payable new vendor entry, data entry, processing and employee expense reporting processing. Also includes other support duties for weekly and month-end processing.

**Accounts Payable Duties:**

- Verifying accuracy and appropriateness of all vendor/supplier invoices.
- Verifying accounting codes and processing all invoices for timely payment and taking all available discounts
- Answer all inquiries concerning invoice payment and correction of any discrepancies.
- Assure sales taxes are properly invoiced, paid and/or accrued.
- Maintain all vendor files, forms and status reports.
- Solicit and maintain current W-9 forms on all vendors.
- Set up new vendors
- Maintain on-site contractor insurance status file. Send out notices of insurance expiration when required.
- Collecting mail from company's PO Box – this will depend upon where they live

**Employee Expense Reporting and Reconciliation Duties:**

- Verify all charges on employee expense reports for accuracy, appropriateness and documentation; assure that all cash advances have been applied and that charges are assigned to the proper category.
- Process expense reports for payment.

**Other Duties:**

- To pursue such other duties as the Accounting Supervisor may direct.
- Provide backup on processing UPS/Certified shipments, order supplies for the office, purchase and print postage when required.



#### Education

- High School Diploma or equivalent diploma
- Minimum of two (2) years of college or associate degree preferred

#### Experience

- Minimum of three (2-3) years of data entry experience processing accounts payable.
- Must be proficient in the use of Microsoft Word and Microsoft Excel and have excellent grammar and spelling skills.
- Excellent oral and written communication skills.
- Ability to identify problems or potential problems and develop and implement solutions.
- Attention to detail
- Accuracy in data entry
- Self-starter
- Works with minimal supervision
- Innovative/creative
- Flexible/ adaptable

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**Gaylord Chemical is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, pregnancy, genetic conditions, status as a protected veteran, or status as a qualified individual with a disability.**