

**Denco Sales is a wholesale distributor of equipment and supplies used by visual communications providers including sign manufacturers, digital printers & screen printers.**

We are currently seeking the right candidate to accept a full-time Accounts Payable Clerk.

Denco Sales typical operating hours are Monday – Friday from 8 a.m. – 5 p.m.

The Account Payable Clerk will perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.

### **Essential Duties and Responsibilities**

- Sort and match invoices and check requests
- Prepare and process accounts payable checks, wire transfers and ACH payments
- Reconciliation of payments
- Prepare analysis of accounts
- Monitor accounts to ensure payments are up to date
- Resolve invoice discrepancies
- Vendor file maintenance
- Correspond with vendors and respond to inquiries
- Produce monthly reports
- Other duties as requested by management

### **Education and Experience**

- Minimum 3 years A/P, A/R and/or general accounting experience required
- Proven strong computer aptitude in a Windows environment
- Proficient in data entry
- Maintains confidentiality with information & communications with management/customers
- Associates Degree in Accounting or 7+ years performing accounting duties preferred

### **Key Competencies**

- Organizing and prioritizing
- Teamwork and collaboration skills
- Attention to detail and accuracy
- Confidentiality
- Effective communication skills
- Information management skills
- Problem-solving skills

### **Benefits**

Full-time employees are eligible for medical, dental, vision, life insurance, Flex Plan, LTD and PTO after successful completion of 60 DAYS.

Full-time and Part-time employees are eligible for the 401k Plan after 60 days of employment or 1,000 hours.

Apply today to express your interest. Please email [hr@dencosales.com](mailto:hr@dencosales.com) or with salary requirements.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER