

Denco Sales is a wholesale distributor of equipment and supplies used by visual communications providers including sign manufacturers, digital printers & screen printers. Denco Sales typical operating hours are Monday – Friday from 8 a.m. – 5 p.m.

We are currently seeking a full-time **Accounts Payable Clerk**. The Accounts 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.

Show your interest in this position by emailing your resume and salary requirements to hr@dencosales.com.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER