The **Accounts Payable Associate** will be based in our Lyndhurst, NJ location, reporting to the Accounts Payable Manager. The ideal candidate should possess 2-3 years of prior experience in Accounts Payable.

**Knowledge/Experience:**

- **A/P functions primarily coding expenses by divisions.**
- **Accounts Payable and Cash Disbursements**
- **Treasury related functions including wire payments**
- **General Ledger experience**
- **Intermediate to Advanced MS Excel skills (pivot table, vlookup, etc.) required**
- **Knowledge of “Microsoft Dynamics” software a plus AX preferred**
- **Proficiency in MS Outlook and Word**

**Key Responsibilities:**

- Proofread input batches to verify data entered into the computer system, reviewing for accuracy and indicating corrections where needed.
- Code and enter SG&A expense in the accounts payable sub ledger
- Ensure vendor information is accurately reflected and updated in Accounts Payable system, set up of 1099.
- Direct contact for all vendor inquiries; investigate and resolve vendor issues.
- Prepare cash disbursements- wire transfers, check payments, and all related documentation

**Skills/Qualifications:**

- Bachelor’s Degree in Accounting, Finance or equivalent
- Excellent written, verbal, and interpersonal communication skills
- Strong organizational and time management skills
- Positive attitude and team-oriented personality.
- Ability to adapt to a fast paced environment
- Ability to work independently, while also participating collaboratively as part of a team

ATC offers a competitive salary and benefits program. We offer a work environment where achievements will be recognized. Please email your resume and salary requirements to our HR Department to **tmursko@argoturbo.com**


*Living Our Values – Quality, Innovation, Customer Satisfaction, Integrity, Teamwork*