



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

Visit our website at: www.argoturbo.com. EEOC Employer.

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