

General Accounting and Accounts Payable:

The position reports to the President. Responsibilities include but are not limited to:

- Manage outgoing bills and invoices on behalf of the company.
- Update and maintain records of expenditures.
- Process vendor invoices.
- Ensure all payments are made in accordance with company policy.
- Ensure all payments are sent on-time.
- Resolve payment discrepancies and disputes on behalf of the company.
- Process purchase orders for payment
- Allocate invoices/expenses to appropriate account categories
- Apply sales tax rules; identify exceptions
- Process credit card and expense reports
- Maintain vendor files and payments

Desired Knowledge, Skills, and Abilities:

- Two to three years of Accounts Payable work experience.
- High school education with equivalent experience; additional education is a plus
- Ability to organize, coordinate, multi-task and complete work accurately while meeting deadlines.
- Effective communication skills,
- Develops and maintains positive business relationships.
- Positive and results-oriented; eager to take on new challenges.
- Responsible and professional with strong work ethic, integrity, and reliability.
- Job costing experience is a plus
- Capable in use of computer software including: Word, Outlook, and Excel.

Successful applicant(s) will work through a series of assignments to build company and industry specific skills such as:

- Factory and production environment to acquire knowledge of processes, materials, terminology and documentation.
- Familiarity with company accounting software.
- Accounts payable procedure and policy.

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