



Job Description – Administrative Assistant/Accounts Payable Clerk

Consolidated Press LLC is seeking a hands-on, organized self-starter for an Administrative Assistant/Accounts Payable Clerk position to join our dynamic team!

Desired Background:

- Proficient experience with Microsoft Excel and the general Office suite
- Highly organized & detail-oriented
- Ability to analyze problems, develop and recommend solutions, and resolve issues
- Able to perform effectively both independently and as a team member
- Good written and spoken communication skills
- High school graduate, Associate Degree and/or equivalent work experience
- Experience in a business setting providing administrative and/or accounting related tasks preferred

Key Responsibilities:

Administrative duties include, but are not limited to:

- Provide excellent internal and external customer service; greet visitors, ascertain nature of business and direct visitors to appropriate department or person
- Manage multi-line switchboard, answering, screening and directing calls
- Prepare and coordinate the purchase of office supplies, equipment and other expenditures
- Creating and maintaining team organization charts
- Collaborating closely with Assistant Controller
- Filing Job Jackets - Suggesting administrative process improvements to make the team more effective
- General administrative and clerical support
- Perform related duties as assigned

Accounts Payable duties include, but are not limited to:

- Perform outstanding vendor service
- Maintain vendor database
- Review invoices for reasonableness
- Match Purchase Order and Bill of Lading to vendor invoices
- Code non-PO invoices - Analyze expense reports and credit card statement
- Follow-up with any missing approvals - Data entry of high-volume vendor invoices
- Respond to vendor inquiries regarding invoices, payments and statements

- Prepare scheduled Accounts Payable cash requirements and other reports to maintain a good credit standing
- Check issuance
- Filing paid AP invoices
- Suggesting accounting process improvements to make the team more effective
- Perform related duties as assigned

This position is an entry-level full-time position. Compensation depending on experience.

Benefits include

- Medical (Employee only premium paid 100% if on Core H.S.A. plan)
- Voluntary Dental & Vision
- \$10K in Life/AD&D, 401(k)
- Holiday Pay & Paid Time Off, as well as supplementary benefit options

This position cannot be performed remotely. Please email your resume to: jobs@consolidatedpress.com