



Payables Accountant

This none exempt fulltime position reports to the Senior Controller. The Payables Accountant processes invoices and credit memos. This position inputs data for use in balancing and reconciling general ledger payable accounts. The Accountant must possess strong verbal and written communication skills in order to provide accurate data to the Operations, Sales, and Accounting teams. The Accountant must interact effectively with domestic and international departments. This position demands an individual who is willing to collaborate with all team members to provide excellent service to TNUSA customers. A commitment to maintain the confidential nature of TNUSA and Topigs Norsvin International (TI) company business is essential.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Create new suppliers in the accounting system
- Monitor internal and external TNUSA email daily to receive invoices from vendors
- Review and assign invoices to the appropriate TNUSA personnel for approval to remit payments
- Accurately code and post approved Account Payables to MS Dynamic Great Plains software for timely remittance
- Produce Accounts Payable checks and electronic payments on a weekly basis via Great Plains accounting software program
- Cross-reference vendor remittance to vendor invoice for review and file paperwork
- Prepare vendor remittance to vendor for mailing or emailing
- Book in MS Dynamic Great Plains software the supplier's payment in case of direct withdrawal
- Prepare monthly Analytical Account expense report for trial projects.
- Assist CFO with quarterly sales and use tax computation. Review applicable G/L accounts for determining sales and use tax purposes.
- Annual reconciliation and submission of vendor payment reports for tax reporting purposes such as yearend 1099 forms.
- Preparation of analytical queries as requested using MS Dynamics Great Plains software

Competencies

- Proficient use of General Dynamics and associated accounting software.
- Excellent collaboration/interpersonal skills.
- Superior written and oral communication skills.
- Proficient in Microsoft Outlook and Office suite programs or similar.

Work Environment

The Payables Accountant generally works in an office environment.

Physical Demands

This position requires the ability to sit for extended periods of time and activity with computer operations. The ability to lift up to approximately 15 lbs. is required.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive list of duties or responsibilities. Duties and responsibilities may change at any time with or without notice.

Benefits

Benefits include eligibility to participate in 401(k) plan, major medical health plan, dental plan, vehicle allowance, paid time-off, and any other programs and benefits that are generally available to employees of the company.

Topigs Norsvin is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

To apply for this position, please send your resume and cover letter to:

claudia.stolley@topignorsvin.us