



## Accounting Clerk

All Flex Solutions is a leading provider of specialty flex and rigid flex circuits, flexible heaters, and value-added assemblies for mission and life critical applications. All Flex products can be found in many applications and markets, including medical, defense, aerospace, semiconductor, industrial, and telecommunications.

### Responsibilities:

- Responsible for all Accounts Payable functions including, but not limited to: matching packing slips, reconciling purchase orders and entering vendor invoices. Contact with vendors may be necessary.
- Know the ISO Quality Policy and specific SOPS in relation to this position.
- Know Generally Accepted Accounting Principles.
- This position reports to the company Controller
- Process invoices received. Correctly match receivers and invoices.
- Verify amounts received on packing slip and in Paradigm system.
- Entry of invoices daily using the Paradigm internal system.
- Verify price on invoices by double checking unit price on invoices received with purchase order and following up with purchasing if PO and invoice do not match.
- Process invoices without packing slips and/or purchase orders.
- Match check copies with invoices and give to Controller for signature.
- File paid invoices and misc.
- Look up vendor pricing issues (i.e. blanking charges on a specific part).
- Cross train for AR invoicing back-up.
- Other duties as assigned

### Requirements:

- High School diploma or GED
- Post-secondary education in an accounting discipline required.
- Must possess attention to detail.
- Administrative skills in Microsoft office applications
- Working knowledge of a manufacturing and production company.
- Strong analytical and investigative skills, mature judgement. Must be a problem solver and a decision maker.
- Strong communication skills are required.

*All Flex Solutions is an Affirmative Action/Equal Opportunity Employer*