

Accounts Payable Specialist at Michael Foods in Yuma, AZ

Job Id # 4648759 on azjobconnection.gov

Full Time

Pay Rate: \$21.00 - \$29.45 / D.O.E

Job Description:

This position is responsible for reviewing company expenditures and invoice payments for accuracy and timely payment. This position has the responsibility to comply with safety work rules at all times as well as an obligation to reinforce safety as a core value. Ensures that all policies, procedures and activities, related to food safety & quality, are followed and complied with uniformly, in an effort to reduce product and process variability.

DUTIES AND RESPONSIBILITIES:

- Assumes personal responsibility to insure a safe and healthy workplace for everyone. Adheres to all safety policies/procedures and incorporates safety and health in all job's duties/tasks.
- Adheres to safe work practices, follows GMP's, maintains sanitary conditions and ensures that product quality is maintained. Reports any conditions or practices that may adversely affect employee safety or food safety/quality to management immediately.
- Attends and actively participates in safety meetings/trainings.
- Ensures regulatory compliance at all times.
- Prepare invoicing for payment
- Process Papetti Hygrade Egg Products & Michael Foods invoices, credit memos & expense reports.
- Ensure appropriate Internal Order / Cost Center & General Ledger coding on each invoice.
- Review documentation submitted for payment in accordance with corporate policies and guidelines.
- Forward invoices without purchase orders to appropriate sources for approval.
- Verify appropriate payments made to vendors by checking quantities and prices on invoices against purchase orders created by the Purchasing department.

- Retain invoices and backup documentation for permanent records.
- Resolve discrepancies by responding to vendor requests for information.
- Research past due invoices and statement balances.
- Prepare worksheet for set up of new vendors in SAP and submit to Corporate.
- Research, prepare and submit to Corporate any void check information.
- Responsible for assisting in month end accounting close process by providing clerical support.
- Assist in the sorting and dispersing of accounts payable mail to the appropriate personnel.
- Complete required excel worksheets for the accounting department as needed.
- Complete month end accounts payable accrual for open invoices.
- Adhere to safe work practices, follow GMP's, maintain sanitary conditions and ensure that product quality is maintained. Report to management any conditions or practices that may adversely affect food safety, food quality or personnel safety.
- Adhere to all safety policies and procedures.
- Perform other duties as assigned.

Job Requirements:

- Associate degree (AA) or equivalent combination of education, training and/or experience.
- Two-year Accounting degree or 2+ years Accounts Payable experience.
- Working knowledge of Microsoft Excel, Word or other Windows applications.
- Must be detail oriented and have the ability to work with minimal supervision.
- Excellent oral and written communication skills.
- Excellent organizational and time management skills.
- Customer service capabilities.
- Ability to work indoors in normal office setting for duration of shift.
- Ability to answer phones and receive pertinent information.

- SAP knowledge is a plus.

How to Apply:

Via website [Michael Foods](#)

*Follow the instructions included at the side, including how to submit an application.

Or

E-mail resume to mmartinez@ypic.com

*Please include position of interest in subject line.