

Payables Clerk/Specialist

We are looking for an independent, self-starter with an eagerness to learn to join our Accounting & Finance team at our corporate headquarters in Fairfield, CA.

As the Payables Clerk/Specialist you are a methodical and detailed individual always seeking to ensure accuracy in processing payables.

Here at Encore, we empower you to make decisions and seek out the information necessary to be successful in your role. Forty-five plus years in business and still strong, we offer stability and growth opportunities within the organization and a regional presence. If you are passionate about details and finding solution-orientated results this is the position for you!

Bottles when and where you need them anywhere in the world - we are your source for anything packaging!

What you will be doing/The Role:

The Payables Specialist will manage accounts payable processes. This will include but not be limited to the following:

- Reviewing, account coding and posting all approved vendor invoices into the Encore Glass accounting systems.
- Coordinating and resolving any invoicing issues or discrepancies with outside vendors, the Encore Glass purchasing team and the Encore Glass operation team managers.
- Possessing a working knowledge of California's Use Tax Laws.
- Actively participate in developing and sustaining procedures and processes for improving vendor payables.

This position will play an integral role in being a part of our transactional accounting processes. We are a "roll-up your sleeves and get the job done" kind of company, where no job is too big or too small. We are tight knit team, always willing to help each other to be successful.

Responsibilities and Duties:

- Match all vendor billing invoices to Encore receiving or other supporting documents; resolve any variances; then record approved vendor invoices into Encore's systems.
- Maintain vendor payable aging reports and cash requirement reports, submit weekly requests to management for payment authorization and paid payable reports to executive management.
- Process vendor payments, ensuring timely payment distribution, and maintain payment soft and hard paper files.
- Establish and maintain all vendor active and inactive master files, including use tax status.
- Assist in preparing the annual 1099-MISC forms to vendors and the related summary form to the tax authorities.
- Manage and communicate all internal and external aging reports.
- Participate in sustaining and developing collection procedures.
- Conduct affairs in an ethical manner consistent with company expectations of fair and respectful treatment of others.

- Perform other duties as required. The above list of primary duties is not exhaustive. It only defines some of the main responsibilities. The Accounting Specialist may be required to perform additional duties not listed.

Why Encore?

- We care about our employees – you are our biggest asset – we celebrate your milestones and success! From our service hero award, to Employee of the Month, to Above & Beyond and fun team outings from time to time.
- We are committed to employee development and growth – when you succeed we succeed!
- We offer a competitive base salary and benefits package with a generous 401k matching program.
- We have been around for over 40 years and continue to have exciting opportunities on the horizon.

MINIMUM REQUIREMENTS

- 3 plus years of experience in a payable role or Bachelor's Degree in Business Administration or Economics or equivalent education/work experience.
- Extensive knowledge of State Use Tax Law.
- Experience using database software, including Microsoft Word and Excel.
- Must be team oriented, capable of motivating associates and possess leadership, communication skills and sound judgment.

Encore Glass is an equal opportunity employer. For more information, please visit our website at www.encoreglass.com.

If you are interested in joining the Encore family, please reply to this ad and include your cover letter, resume and salary requirements.