

WASHINGTON MILLS

Job Opening: Accounts Payable Specialist **Washington Mills Electro Minerals Corporation** **1801 Buffalo Ave., PO Box 423, Niagara Falls, NY 14302** **(716) 278-6600**

Company Description

Washington Mills is one of the largest producers of high-quality abrasive and fused mineral products in the world. It has facilities throughout the U.S., Canada and Europe and serves a global customer base. Its principal business is the fusing of oxide and carbide minerals in electric arc and Acheson furnaces, as well as the grinding and classifying of the minerals into grains and powders. Established in 1868, Washington Mills continues a long history of excellence in serving raw materials to the abrasive, refractory, ceramic, and industrial abrasive markets. We are seeking an energetic and experienced Accounts Payable Specialist for our Niagara Falls, N.Y. facility, well-situated between the U.S. and Canadian border.

Job Description

The AP Specialist reports directly to the Plant Controller and works closely with all areas of the organization, as well as the Company's vendors and external independent audit firm. The AP Specialist will be a key individual contributor responsible for: Accounts Payable, expense reporting, 1099 reporting, and other monthly close activities for two separate legal entities.

Essential Functions

- Support full cycle accounts payable activities: entering, processing, and paying invoices
- Maintain and manage all incoming invoices and respond to all vendor inquiries in a timely fashion
- Perform 2-way or 3-way match with Purchase Order and Receipt documentation and ensure proper coding of invoices to the correct cost center and GL code
- Reconcile vendor statements, research, and correct discrepancies
- Work with the Procurement Team to add and maintain vendor records in the accounting system
- Maintain accurate files and thorough documentation
- Audit expense reports, ensuring compliance with company policies
- Prepare annual 1099 reports
- Assist in month end closing by preparing AP accruals and account reconciliations
- Identify, track, and properly account for prepaid expenses
- Assist with ad hoc projects, including the future implementation of a new ERP system
- Identify and implement process improvements and support related projects and implementations
- Support requests of the external audit team

Required Skills

- Minimum 3-5 years of Accounts Payable experience
- Bachelor's degree in Finance or Accounting preferred
- Experience in a standard cost environment preferred
- Strong attention to detail, accuracy, and confidentiality
- Exercise good judgement and problem-solving skills
- Effective communication skills (both written and oral)
- Self-starter with strong initiative and the ability to work independently and as part of a team
- A collaborative work style and a positive can-do attitude
- Ability to organize workload, set priorities, handle multiple responsibilities, and meet deadlines with minimal supervision
- Eagerness to learn new technologies and apply to current environment
- Proficient in Microsoft Excel, and other Microsoft Office Applications, and Adobe

Compensation/Benefits

Washington Mills offers a comprehensive and competitive benefit package including:

- Paid at a rate commensurate with experience
- Medical and dental plans heavily subsidized by Company when working thirty hours or more
- Company paid life insurance
- 401(k) with an employer match and employer discretionary contribution at six months
- On-site parking
- Immediate paid vacation and holidays
- Family-friendly sick and personal leave

If interested, please send resume to: niagarafallsjobs@washingtonmills.com.

The above statement reflects the general details considered necessary to describe principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Washington Mills is an Equal Opportunity Employer committed to workforce diversity. M/F/D/V. Qualified minorities, women, individuals with disabilities, and veterans are strongly encouraged to apply.