

Creative Materials Corporation
Accounts Payable Specialist

Company Background:

Established in 1993, Creative Materials Corporation (www.creativematerialscorp.com), is a supplier of architectural tile, stone and brick focused on the specification and supply of such building materials to commercial construction projects. With corporate offices in Albany, NY and established territories across the U.S., Creative Materials offers one of the widest selection of materials representing hundreds of the most respected manufacturers from around the globe. Creative Materials has extensive familiarity with the commercial construction industry and employs a project management approach to the supply of its products to commercial projects owned by large developers, multi-unit restaurant, hospitality & retail chains and facilities groups nationwide.

Location:

Position is based in Creative Materials' corporate headquarters located in Albany, NY.

Position Summary:

The Accounts Payable Specialist reports to the Director of Finance and is responsible for processing and maintaining all accounts payable files. We are looking for a reliable and experienced professional who is a team player, can work to obtain proper approvals on expenditures, can assign payments to the proper cost centers, work with vendors to resolve issues as they arise, and is willing and open to help on additional duties as assigned.

Functional Responsibilities:

- Receive and process all invoices.
- Code non-purchase order invoices to proper cost centers and accounts.
- Ensure that invoices are processed with proper backup.
- Ensure that non-purchase order invoices receive proper approvals from various departments.
- Enter invoices accurately into Microsoft Navision for payment.
- Reconcile vendor payable statements.
- Research and resolve billing discrepancies.
- Determine appropriate terms, due dates and other factors regarding payment.
- Prepare weekly check run in excel for approval.
- Prepare checks, match checks to appropriate invoices, provide for signature, mail checks.
- Vendor maintenance, including 1099 reporting.
- Establish and maintain files for Accounts Payable.
- Other accounting department requests as assigned

Qualifications:

- Associates Degree in Accounting or related field.
- 3+ years of Accounts Payable experience
- Strong written and verbal communication skills are required.
- High attention to detail is required.
- Positive attitude, strong work ethic, and ability to multi task.
- Excellent customer service skills are required.

- Strong proficiency in MS Office, with a special emphasis on Excel, is required.
- Proficient in 10-key touch
- Experience with MS Dynamics NAV is desirable.

Creative Materials Corporation offers competitive salary and benefits, an excellent working environment, and the ability to advance based on demonstrated proficiency and performance. For immediate consideration please email or fax your resume and compensation history to:

Human Resources
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