



Accounts Payable Coordinator

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for an Accounts Payable Coordinator our La Crosse, WI facility. This position is responsible for the accurate entry of vendor invoices into the accounts payable system, check register processing, wire transfer origination, financial data record keeping, reconciling the accounts payable system with the general ledger, and other account reconciliations. This position will also provide additional support to accounting activities within the Finance Department.

Duties and Responsibilities include, but are not limited to:

- Accounts Processing
 - Ensure timely and accurate entry of all vendor invoices into the accounts payable system
 - Match invoices to receiving data and purchase orders
 - Investigate price differences between purchase orders and actual invoices received
 - Obtain necessary approvals on invoices or related documents per company policy
 - Provide a point of contact for vendor inquiries
 - Review general ledger account distributions to ensure accurate posting to the ledger
 - Maintain filing system of vendor invoices
- Payment Processing
 - Prepare cash requirements reports and make recommendations for invoices to be paid
 - Process check printing and wire transfer origination
 - Maintain check stock and voided checks
- Account Reconciliations
 - Prepare monthly reconciliation of all accounts payable listings in the general ledger
 - Prepare journal entries for necessary accruals
 - Other account reconciliations as assigned
- Departmental Accountabilities
 - Support a strong control environment through adherence to company policy
 - Adherence to and understanding of confidentiality of all transactions
 - Seek out and recommend process improvement opportunities

QUALIFICATIONS

- An Associate's degree in accounting or other business-related discipline preferred. Two to three years of experience in AP processing in a multi-location facility preferred.
- Familiarity with ERP systems and Microsoft Office Suite.
- Effective oral and written communication skills.
- Ability to manage multiple assignments and responsibilities in a fast-paced environment.
- Ability to maintain strict confidentiality with all transactions.
- Ability to work effectively in a team environment.

If you are interested in joining our team, please apply online at www.citybrewery.com.