

ACCEPTING RESUMES FOR:



Accounts Payable Processor

Overview of Duties

- Responsible for processing invoices and issuing payments for goods and services necessary for the basic operation of the Company.
- Maintain all accounts payable reports, spreadsheets and corporate accounts payable files. Process check requests, garnishments and tax payments ensuring all appropriate approvals have been received.
- Ensure the handling and management of invoices from arrival to post is done in a manner with set policies and procedures.
- Compile and maintain accounts payable records.
- Process expense invoices, chargebacks and adjustments to ensure that timely payments are made to vendors and suppliers.
- Research, troubleshoot, and resolve vendor invoice problems, and ensure that all accounts payable procedures are adhered to.
- Prepare analysis of accounts, as required.
- Regular attendance at work and the ability to work flexible hours, including overtime, weekends, and holidays.

Qualifications

- HS diploma or GED equivalent with one or more years' accounts payable experience. An equivalent combination of education and experience may be considered.
- Working knowledge of basic accounting procedures required. Intermediate level Microsoft Word, Excel and Outlook and accounting software experience required.
- Ability to read and interpret documents such as general business periodicals, professional documents, or governmental regulations.
- Ability to effectively respond to questions from senior management, employees and government officials.
- Ability to multi-task and work in a fast-paced environment and have an attention to detail.

Eastern offers a competitive salary and benefits package including 401(k) and Company Paid Health, Dental, & Life Insurance. Eastern proudly honors American's Veterans for their service to our country and encourages all veterans to apply at our organization. For consideration, qualified applicants may apply in confidence at:

www.easternshipbuilding.com

or in person at:

*Eastern Shipbuilding Group, Inc. - Human Resources
13300 Allanton Road, Panama City, FL 32404 or
134 S. East Ave., Panama City, FL 32401
Phone: (850) 588-3946*

Eastern Shipbuilding Group Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required.

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EASTERN SHIPBUILDING GROUP, INC.

**IT'S MORE THAN A JOB...
IT'S A FUTURE!**