



Dem-Con Companies, a diversified, full-service recycling, processing and disposal company, is looking for an Accounts Payable Specialist to join our team!

Dem-Con Companies strives to hire high quality individuals with commitment to our company. We appreciate our employee's hard work and dedication to their job. Dem-Con offers a very competitive benefits package for our employees that includes the following benefits:

- Paid premiums for health and dental insurance for employees and dependents under the age of 23
- Monthly contributions to a Health Savings Account
- Basic Life and AD&D Insurance
- Paid Time off

POSITION SUMMARY:

The primary responsibility of Accounts Payable is to manage all aspects of accounts payable for all entities. This position requirement also includes performing a wide range of administrative and office support activities.

ESSENTIAL FUNCTIONS:

- Set-up and maintain vendor database in general ledger software (Quickbooks).
- Reconcile vendor invoices/statements and resolve discrepancies.
- Accurately code and enter bills into general ledger software.
- Receive emailed approved invoices from remotes sites and enter for payment.
- Perform and accurate weekly check run.
- Complete and submit credit applications as requested by new vendors.
- Answers phone, take messages or field/answer all routine and non-routine questions.
- Greet office guests.
- Process incoming and outgoing mail and deliveries.
- Cover gatehouse for lunch breaks as needed, PTO and one Saturday per month.
- Maintain office supply inventory
- Reconcile statements and resolve discrepancies
- Perform other duties as assigned

EDUCATION & EXPERIENCE:

- Microsoft Office
- Previous experience with QuickBooks a plus

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent
- 2-3 yrs. experience in an office environment
- Proficient in Microsoft Suite Applications
- 3+ years working knowledge & use with excel
- Outstanding attention to detail
- Excellent organizational skills
- Excellent written and verbal communication skills

