We are looking for a skilled Accounts Payable Specialist to coordinate with the Accounting Manager regarding the integration of accounting and then specialize in the AP parameter. We need someone who is able to actively engage with the TEAM to effect process improvement and not be just another number cruncher.

**Essential Functions:**

* Prepares, posts, verifies, and records vendor transactions and all related entries linked with accounts payables
* Submit weekly payments; coordinate with vendors
* Daily Bank Reconciliation
* Vendor follow up and cash forecast: aging; incoterms; cash out forecast…
* Actively participate to monthly/yearly closing
* Duties include administrative follow up and integration as work transitions between physical location to shared services (Documentation of all work processes and procedures, new workflows…).

**Required Skills/Abilities:**

* Autonomous and ability to work as part of a TEAM
* Excellent Excel skills
* Ability to navigate through various IT systems
* Excellent organizational skills and attention to details.
* Ability to maintain confidential and meticulous records.
* At least 5 years’ experience in the accounting field
* High school diploma or equivalent required, with some bookkeeping coursework. Associates degree or higher preferred.
* At least three years’ experience working as part of a larger team accounting environment, or in a shared service center.

**We offer:**

* A fun and friendly, team-oriented work environment.
* Full benefits after 60 days of employment.
* Employee first environment.
* Continually evolving and expanding culture.

**About Addev Materials Group**

At ADDEV Materials Converting, we have been serving the converting needs of our customers for over 30 years. We aim to provide the same convenient, quality service that has made us a leader in the converting industry. We can provide design and manufacturing services to power generation, building, automotive, medical device and other markets as well.

ADDEV Materials Converting is part of Addev Materials Group headquartered in Lyon, France. Focusing on Films & Tape Converting and Adhesive & Chemical custom packaging we have over 700 employees at over 25 locations worldwide. Addev Materials acts as a “multilocal” player, combining proximity and responsiveness to offer our customers the best value-added solutions.