



Accounts Payable Accountant

International Brotherhood of Teamsters Accounts Payable Department

The International Brotherhood of Teamsters is looking to fill an AP Accountant position to work in a full-cycle A/P environment.

Duties and Responsibilities:

- Enters, audits, reconciles, codes complex invoices.
- Processes and makes journal entries and disburses payment requests on a daily basis.
- Reviews, processes and reconciles invoices and vouchers for expenditures incurred.
- Verifies that all transactions have proper approvals and proper support in accordance with policies and procedures and according to acceptable accounting standards.
- Enters all vendor information for sales and use tax and form 1099 and assists in its preparation and reconciliation.
- Reviews complex expense distributions and reconciles GL reports of outstanding items.
- Issues invoices for and reconciling A/R items.
- Prepares special reports and projects.

Qualifications:

Associates degree in Accounting or a minimum of two years of hands-on experience in a full cycle Accounts Payable position.

Requirements:

- Knowledge of Excel spreadsheets and ability to use Microsoft required.
- Prior experience with Dynamics SL (Solomon) preferred.
- Must be detail oriented and have excellent organizational and data entry and retrieval skills.
- Must have excellent written and oral communication skills.
- Must be a self-starter, work independently and be able to manage several tasks at one time.
- Ability to use personal computer and calculator required.
- Ability to sit for long periods of time and ability to lift twenty-five pounds.

Selected candidates will be required to sit for an Accounts Payable screening and Excel tests.

Starting salary ranges from \$62,215 to \$66,033. The IBT offers a robust benefits package including a 100%-employer paid health & welfare plan, vacation & sick leave, pension, FICA reimbursement, and 401(k).

Please send a cover letter and resume to accounting@teamster.org. Use "Accounts Payable" in the subject line ONLY. No phone calls please.

The IBT is an Equal Opportunity Employer and strongly encourages women, people of color, LGBTQ individuals, and candidates with diverse backgrounds and life experiences to apply.