

## Accounts Payable Specialist

Gordon, Inc

Bossier City, LA 71111

Full-time

### Qualifications

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- High school or equivalent (Preferred)
- Accounting: 2 years (Preferred)

### Full Job Description

#### Accounts Payable Clerk

#### About Gordon, Inc.

Gordon, Inc., located in Bossier City, LA, is recognized as a leader in the engineering and manufacturing of custom architectural specialty products. For over 50 years, our products have been used to help create commercial, industrial and institutional buildings worldwide. Gordon specializes in sustainable architectural metal products for interior and exterior applications. Product applications include specialty metal ceilings and wall systems, drywall and plaster trims, column enclosures, and many other architectural specialty products. Systems are designed for commercial, acoustical, educational, cleanroom, data center, healthcare, correctional, industrial, and institutional environments. Gordon, Inc. is an award-winning manufacturer and is widely known throughout the industry as the leader in custom architectural specialties. For more information, please visit our website at [www.gordon-inc.com](http://www.gordon-inc.com).

#### Job Description:

- Processes payments and controls expenses by receiving, processing, coding (using General Ledger codes), verifying, and reconciling invoices.
- Ensures all company procedures, approval processes, and internal controls related to Accounts Payable are followed.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports.
- Monitors discount opportunities on vendor invoices
- Preparing Accounts Payable checks and ACH batches;
- Resolves purchase order, contract, invoice, or payment discrepancies and documentation;
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Files and Maintains Accounts Payable Records
- Reports sales taxes payable by calculating requirements on paid invoices.
- Protects organization's value by keeping information confidential.
- Other duties as assigned.

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Skills/Qualifications:**

- Detail Oriented
- Strong Organizational Skills
- Ability to Analyzing Information
- Accounting Knowledge
- Proficiency in Microsoft Excel and Word
- Data Entry Skills
- General Math Skills

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Education & Experience:**

- High School Diploma or GED preferred
- 2 or more years of Accounts Payable experience preferred

**Company Benefits:**

Gordon, Inc. is an employee owned company. As an employee of Gordon, Inc., you will be allowed to share in the value and growth of the company and accumulate ownership in the stock of the company, at no cost to you. Gordon, Inc. also offers Health, Dental, Voluntary Term Life insurance and Disability benefits as well as a comprehensive 401k Retirement Plan and paid time off. We are an equal opportunity employer.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program

- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift

COVID-19 considerations:

Surfaces are sanitized daily, temperature check point.

Education:

- High school or equivalent (Preferred)

Experience:

- Accounting: 2 years (Preferred)

Work Location:

- One location

Work Remotely:

- No