



## **Accounts Payable Specialist / Finance**

Diamond Packaging, a global leader specializing in developing innovative and sustainable packaging solutions, is currently recruiting for an Accounts Payable Specialist in our Finance Department to join our Team.

### **Primary responsibilities:**

- Receive invoices on daily basis and process by matching with approved receiving reports, packing lists, and purchase orders.
- Accurately assign general ledger accounts to payables.
- Maintain orderly vendor files and field vendor phone calls and investigate vendor problems.
- Prepare month end accounts payable accrual.
- Form 1099 preparation and distribution.
- Process payroll adjustments checks as required.
- Back up the Accounts Receivable function.

### **Minimum Qualifications:**

- Associate's Degree in Accounting or equivalent experience.

Diamond Packaging is an award winning, woman-owned business that offers exceptional benefits, including 401k with company match; health & dental; vacation and personal time off; employer paid STD, LTD, Life, and ADD.

Interested candidates should submit resume and cover letter to:

[HR@diamondpkg.com](mailto:HR@diamondpkg.com)

Diamond Packaging is an Equal Opportunity Employer.