

Position: **Accounts Payable Specialist**

Location: **North Attleboro, Massachusetts**

COMPANY

iAutomation, a high technology distributor of industrial automation components, has an immediate opening for an **Accounts Payable Specialist** in **North Attleboro Massachusetts**. iAutomation's product offering includes machine control, motion control, sensing and vision, safety systems, mechanical components and stages. We offer engineered systems and services to provide OEM and end user customers a complete automation solution.

DESCRIPTION

As the Accounts Payable Specialist, you will be responsible for:

- Review all invoices for appropriate documentation and approval prior to payment
- Process 3-way P.O. matching invoices and drop shipments in a high-volume environment
- Prioritize invoices according to cash discount potential and payment terms
- Process vendor payments including checks, ACH and wires
- Audit and process credit card bills
- 1099 maintenance
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist with other projects as needed

REQUIREMENTS & ADDITIONAL DETAILS

Requires an Associate's degree in Accounting preferred with 2+ years' experience in a high volume, full-cycle Accounts Payable role with excellent attention to detail, communication skills and ability to multitask and work on multiple projects simultaneously.

ADDITIONAL INFORMATION

- Please apply to Marna Perkins at mperkins@i-automation.com
- Principals ONLY - No Recruiters Please

iAutomation Supports Equal Opportunity Employment & Diversity