



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Accounts Payable Specialist (DK-072518-01)

**Location:** West Frankfort, Illinois

**Salary:** TBD

### **Job Description**

Employer in West Frankfort is seeking candidates for a full-time Accounts Payable Specialist position. Work schedule is Monday through Friday from 7:00 a.m. to 4:00 p.m. Benefits include medical, dental, vision, vacation and holiday pay. Duties include the following:

- Review and verify invoices
- Sort, code, and match invoices
- Enter invoices into accounting system
- Set up invoices for payment
- Monitor discount opportunities
- Prepare and perform check runs
- Post transactions to general ledger
- Reconcile accounts
- Prepare and process electronic transfers
- Monitor vendor accounts to make sure payments are up to date
- Research and resolve invoice and purchase order discrepancies
- Correspond with vendors and respond to inquiries
- Audit and process credit card bills
- 1099 maintenance
- Produce monthly reports
- Assist with other projects as needed

### **Requirements:**

- HS Diploma required, Associates Degree preferred
- 2+ years of Accounts Payable experience preferred but not required
- Proficient in Excel and Word
- Communicate effectively
- Interact with vendors and employees in a professional manner
- Attention to detail
- Problem Solving skills
- Organization skills
- Prioritization skills

### **How to Apply**

This employment opportunity is available at no cost to you! To apply for this position, please attend one of our informational sessions, held every day at 9:00 a.m. (Monday through Friday) at

the One-Stop Business & Employment/American Job Center, 3000 West De Young St., Suite 800-B, Marion, Illinois, 62959.

If you are unable to attend an informational session, please submit a cover letter and resume (if you have one) to [jobs@mantracon.org](mailto:jobs@mantracon.org) with "Accounts Payable Specialist (DK-072518-01)" in the subject line.

**Man-Tra-Con Corporation is a partner of the American Job/  
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