



Accounts Payable Associate-Level 1 Corporate Office – Manitowoc, WI

GENERAL SUMMARY:

Responsible for accurate and timely processing of Accounts Payable jobs, including any combination of the Principle Duties and Responsibilities listed below for Level 3, 2, and 1. Handle information with a high level of confidentiality.

Principle Duties and Responsibilities – Level 3

- Process vendor invoices for assigned Plant or Department. Verifying for accuracy and necessary approvals before entering for payment.
- Maintain Utility Grid for assigned plant, ensuring monthly payment
- Process Freight Invoices, verifying rate information
- Process Employee expenses including Credit Card statements and Travel and Expense Reports
- Process Fund W Reimbursements.
- Backup for various Accounts Payable functions as needed.

Additional Duties and Responsibilities – Level 2

- Responsible for processing invoices or accounts payable reports with a high level of confidentiality
- Responsible for reviewing grower contracts and processing grower settlements, charges, credits and check runs.
- Responsible for processing seed and planting chemical invoices, reconciling to the appropriate General Ledger Account
- Responsible for processing can invoices, preparation and reporting of can reconciliation, along with verification of payment with can vendors. Must maintain a high level of confidentiality.
- Responsible for processing invoices for purchased finished product. Also responsible for aiding in the reconciliation each month of finished product purchase costing.
- Process raw product invoices, verifying rates against current agreements
- Process storage invoices and maintain current agreement file
- Responsible for processing raw meat invoices
- Process time payments, including leases and maintain current agreement file.
- Responsible for processing box invoices.
- Responsible for processing poly and label invoices.
- Responsible for entering new vendors into Accounts Payable system and maintaining vendor file, insuring proper tax information is received.
- Responsible for a portion of check run process, including weekly check run, manual checks, wires and stop payments.
- Reconcile various Accounts Payable accounts to General Ledger on a monthly basis

Additional duties and Responsibilities – Level 1

- Develop department reports with current report writing software
- Work with program updates and implementing new software.

Knowledge, Skills and Abilities Required

- Associates Degree in Accounting or higher.
- 5 or more years of experience in Accounting field.
- Working Knowledge and experience with Accounting systems and spreadsheets.
- Intermediate to advanced proficiency in Excel, understanding how to navigate a spreadsheet and use of the data manipulation tools.
- Experience in writing queries to develop reports.
- **Ethics and Integrity:** Possesses strong set of core values and beliefs, consistent with social, ethical and organizational principles. Confronts unethical situations.
- **Perseverance:** Demonstrates persistence and employs alternate behaviors in the face of events that interfere with plans and schedules. Meets deadlines. Follows through to get things done without need for reminders.
- **Problem Solving:** Gathers and analyzes information, identifies goals, explores and selects solutions, implements an action plan and evaluates results.
- **Technical Skills:** Demonstrates the knowledge and abilities to perform required job elements to established standards. Remains current regarding developments and trends in areas of expertise.
- **Time Management:** Allocates time efficiently to the most important issues and knows what not to spend time on; completes work in a timely fashion.
- Ability to sit, stand, or stay in one place for extended periods.

Teamwork at Lakeside (TAL)

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by “living” Lakeside’s Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.

This position will pay a wage negotiable based upon knowledge, experience, skill, and work ethic. This position also includes a full benefit package.

Interested applicants should contact:

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M/F/V/D Employer