



Tower Laboratories, Ltd

A/P CLERK

Tower Laboratories is a leading effervescent product manufacturer in the United States. We develop and manufacture over the counter medications, nutritional supplements, soft drink tablets, and other consumer products on a contract basis. We are continually expanding our effervescent product base and currently have several new and interesting products in the research and development phase. We are proud to be a family owned and operated company for the last 40 years. Visit www.towerlabs.com to learn more!

POSITION SUMMARY:

Accounts Payable Clerk is responsible for all functions of Accounts Payable (AP). Includes maintaining records of amounts owed, verifying invoices, computing discounts and assigning General Ledger charge codes. Also responsible to research and resolve vendor issues. Responsible for verifying Sales & Use tax applicability and for keeping current on those regulations.

ESSENTIAL FUNCTIONS:

- Match invoices to purchase orders and packing slips; ensure amounts due have been properly authorized.
- Match freight bills to amounts on freight worksheet.
- Enter, post and reconcile AP batches daily.
- Research and resolve AP (including sales and use tax) issues with vendors.
- Provide back up for answering phones, covering reception desk, processing mail and picking up/dropping off mail at post office as needed.
- File as needed; keep all documents neat and orderly.
- Perform all work in accordance with established safety, cGMP and company procedures.
- Miscellaneous tasks and other related duties as assigned.

ESSENTIAL SKILLS and EXPERIENCE:

- Minimum 2 years Accounts Payable experience
- Strong attention to detail
- Strong organizational skills and ability to prioritize work assignments and meet deadlines
- Computer literate with intermediate ability in spreadsheet software; proficiency with MS Office required.
- Excellent interpersonal skills; ability to communicate effectively with all levels of plant personnel
- Self starter, dependable and a team player

EDUCATION: High school degree or equivalent required. Some college preferred.

We believe that diversity makes us stronger, personally and professionally! We are an equal opportunity employer and all qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, veteran status, or any other characteristic protected by law. We make every effort to make reasonable accommodations in the workplace.

Tower Labs is a Socially Responsible Employer and a GREAT PLACE TO WORK!

Apply via link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=0d986324-3b72-4320-8897-ce85b3aa5b54&cclid=19000101_000001&type=JS&lang=en_US