

Korber Medipak Systems NA, Inc.

Job Title	Accountant	Level	1
Department	Finance	Classification	Exempt
Report To	Controller	Benefits	All
Day Shift	Mon-Thurs, 9 hours: 8:00am-5:00pm + flex time Fri, 4 hours: 8:00 am-11:30am + flex time	Background Checks	Previous Employment: Yes I-9: Yes Criminal: Yes Drug & Alcohol Test: Yes Driver Motor Vehicle: No
Status	40 hours		
		Travel	Not Applicable

General Purpose:

Primarily responsible for the accurate processing of all Accounts Payable (AP) transactions for all divisions of The Company.

Essential Duties:

- Accurately enter vendor PO invoices against received PO items and resolve any discrepancies (1,3)
- Accurately enter non-PO (Voucher) related invoices to appropriate General Ledger accounts and prepare for approval (2)
- Enter expense report reimbursements from external program, check totals and required data fields as necessary (2)
- Monitor the AP master file for necessary changes or updates needed (6)
- Scan and attach check copies to the AP payment file (1)
- Contact vendor or purchasing and receiving departments to research invoice data as required (6,7)
- Review and reconcile vendor statements routinely (1,3)
- Maintain AP electronic files, AP emails, and vendor 1099 Data and re-sale certificates (8)
- Respond to vendor inquiries on the status of AP invoices and payments (6)
- Perform various month-end and year-end routines (1,7)
- Working closely with senior management to implement new procedures and process controls (3)

Supplementary Functions:

- Backup to other accounting staff when needed (7)
- Special projects as required by Controller (7)
- Maintains a clean and safe work area (9)
- Shows a strong eagerness to learn and a positive attitude everyday (8)
- Attends and participates in company meetings (10)
- Comply with rules and regulations as outlined in the employee handbook (8,10)

Education, Experience and Qualifications:

- Bachelor's or professional degree in accounting preferred
- 1+ years of experience in an accounting / finance position preferred

Job Knowledge, Skills and Abilities:

- Proven leadership skills (8)
- Must be able to work independently (2)
- Efficient and goal oriented (5)
- Ability to multitask (3)
- Team worker with good communication skills (6)
- Experience with ERP systems and MS Excel (4)
- Willingness to grow with the company and take more responsibility (5)

Korber Medipak Systems NA, Inc.

Working Environment:

- Works in an active office environment
- Exposure to shop elements such as loud noises, dust, fumes and odors

Physical Requirements:

- Sitting for long periods of time
- Ability to focus on computer screen for long periods of time

Confidentiality Duties:

- Ensures confidential company information, such as, but not limited to, legal company info, research and development, and customer names, and job profitability, is not at any time be communicated to customers or vendors of The Company. All reasonable measures should be taken to ensure this type of information is not released
- Requires a high level of disciplinary action not to let information get out and into the hands of the wrong individuals by mistake or intention. The Company signs many confidentiality agreements with their customers, which in turn pass on to The Company employees.
- Involves information on employees of The Company that are to be kept confidential as well. Information on employees will only be shared with the employee, human resources or management if necessary. This information should be shared behind closed doors.

Employer's Rights:

Duties described above document the general nature and level of work but are not intended to be a complete list of all activities, duties, and responsibilities required of the employee. Consequently, employees may be asked to perform other duties as required.

Employee Signature

Date