

Accounts Payables Assistant (Astoria, OR)

Are you AWESOME, LOYAL, and COMMITTED? Englund Marine, a leader in the Marine and Fishing industry, is looking for a reliable Accounts Payable person to join our team at our Astoria, OR location. If you are an upbeat individual who likes working with the public and being a part of a growing company where your efforts can make a difference, then this is the job for you!

The ideal candidate is a hard-working team player who has a cheerful, upbeat personality and wants to be an active driver of the success of the company where they work!

Summary: This position provides Accounts Payable support with advanced receiving and a variety of clerical activities and related tasks. This position will be responsible for reconciling vendor statements, properly processing vendor invoices for payment, by reviewing and verifying the quantity and cost of received product, and validating the vendor invoice with the purchase order. This position will also serve as back-up answering and directing incoming calls, as well as other projects as needed. These duties require a candidate who can multitask and accomplish set goals promptly.

Accounts Payable Duties include, but are not limited to:

- Posting invoices; review and verify the quantity and cost of the product
- Prepare invoices for weekly check run
- Research vendor statements for outstanding charges or missing invoices
- Research and resolve invoice discrepancies, issues, and outstanding defective and credit invoices
- Correspond with vendors and respond to inquiries
- Answer multi-line phone system and coordinate inbound calls
- Organizing and Filing, and other related duties as assigned

Skills Required:

- Excellent organization skills and attention to detail
- Excellent verbal and written communication skills
- Ability to maintain good customer relations and outstanding customer service skills
- Proficient computer skills and ability to learn.
- Strong phone skills working with a multi-line phone system is a must

Wage DOE; starting at \$19.00 an hour

Time Requirements:

- Job is Sunday through Thursday
- Base hours are 8:00 am to 5:00 pm on weekdays and Sunday 8:00 am to 3:00 pm
- Longer hours are sometimes required during busy times or special events

Our excellent benefits include Profit Sharing, 401K, Personal Time Off, Health, Dental, Vision, and Life Insurance.

If you feel you would be a good fit and you meet all of the above qualifications, please visit our website at <https://www.englundmarine.com/pages/employment.html> to download an application and email application and/or resume to hr@englundmarine.com