



Location for this position:

Rowmark
5409 Hamlet Dr.
Findlay, Ohio 45840
www.rowmarkllc.com

Title: Accounts Payable Coordinator

Reports To: Accounting Manager

Primary Purpose: Process all appropriate invoices for timely payment. Proof and ensure the accuracy of each invoice entered. Record all invoices to proper general ledger accounts. Review proper approval authorizations to pass for payment. Review invoice pricing charged against purchase orders, verbal quotes and/or committed pricing. Make every effort to secure all discounts available within the discounted terms. Audit expense reports and commercial credit card statements for accuracy and proper supporting documentation. Ensure appropriate accounting procedures and internal controls are followed at all times. Support other divisions to ensure accuracy within the invoicing process along with responsibility for the month end closing for all divisions.

Expected Attributes of Employees:

- Exhibit a positive attitude
- Show personal drive, ambition, and always maintain integrity
- Demonstrate honesty and trustworthiness
- Set personal and professional goals, while demonstrating high work ethics
- Balance issues emotionally and objectively
- Communicate at the most direct level
- Inspire others
- Empathize with other employee concerns

Qualifications:

- Ability to operate computer software relative to the position.
- Ability to communicate effectively through written and verbal means.
- 2 to 3 years of work experience in the accounts payable field with various accounting or ERP systems.
- Excellent problem solving skills.
- Ability to be self-directed, while maintaining a high degree of accuracy and accountability for the work performed.

Primary Duties & Responsibilities:

- Match receiving documentation with invoices; review for accuracy in pricing and quantity received against quantity billed.
- Key invoices and prepare for a weekly check cycle in relation to vendor terms and company cash flow.
- Establish strong working relationships with vendors.
- Ensure proper sales and use tax treatment of items being purchased, and remain current with sales and use tax law changes and related application.
- Maintain copies of tax exemption certificates provided to vendors to support our stance on the application of sales tax for items purchased.
- Prepare and process quarterly filings and payment for accrued use tax for the State of Ohio.
- Ensure proper general ledger account coding for all invoices processed.
- Utilize discounts for early pay invoices. Provide metric report on monthly discounts secured to direct supervisor.



- Research and provide expense detail as requested.
- Prepare invoices for wire transfers when appropriate.
- Prepare and print checks for all divisions (as assigned), process checks for mailing, and attach checks to support documentation for review and signature.
- File and maintain check stubs and supporting invoices and other documentation in compliance with the Rowmark record retention policy and/or retention law.
- Maintain the necessary vendor information to comply with Form 1099 filing requirements. Prepare and file Form 1096 and Form 1099's annually.
- Audit employee expense reports for accuracy, vouch receipts and ensure all items have been appropriately approved.
- Review all employee reimbursements for business expenses to ensure compliance with company standards and limits as outlined by company policy.
- Audit expenses purchased with foreign currency against proper exchange rates.
- Process and audit all commercial credit card statements.
- Complete general ledger month-end closing process for the accounts payable accounting process for all divisions (as assigned), including all balancing reports.
- Maintain an understanding necessary to perform the accounts receivable position, and to complete the hourly payroll process, as needed.
- Complete all other projects and tasks as assigned.

At Rowmark, we are passionate about making our customers look great!

We proudly manufacture, market and distribute a wide array of innovative and quality products for our customers primarily in the awards, recognition and signage markets.

Founded in 1997, our company has developed into the leader in the markets we serve. Our state-of-the-art manufacturing, warehousing and distribution systems continue to be keys to our success.

Rowmark is headquartered in Findlay, Ohio, where it manufactures its plastic sheet materials. Our extensive product line of sheet materials are distributed in over 85 countries around the world.

Please send resume and salary requirements to: kwinner@rowmark.com

Rowmark is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

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