



Location for this position:

Johnson Plastics Plus

5409 Hamlet Dr.

Findlay, Ohio 45840

www.jpplus.com

Title: Accounts Payable Coordinator

Reports To: Accounting Supervisor

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. 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 weekly payment processing in relation to vendor terms.
- Handle payment processing through physical checks, bank uploads and wires.
- Ability to work closely with purchasing and warehouse team members.
- Establish strong working relationships with new and current 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.
- Ensure proper general ledger account coding for all invoices processed.
- Provide expense detail support as requested.



- Maintain the necessary vendor information to comply with Form 1099 filing requirements. Prepare and file Form 1096 and Form 1099's annually.
 - Review all employee reimbursements for business expenses to ensure compliance with company standards and limits as outlined by company policy.
 - Complete general ledger month-end closing process for accounts payable as assigned.
 - Provide support during year-end audit of financials.
 - Complete all other projects and tasks as assigned.
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Johnson Plastics Plus is the leading supplier/distributor to the engraving and sign-making industry. As part of the Rowmark brand, JPP strives to provide world class products and service to our customers each day through our distribution facilities located throughout the U.S.

Johnson Plastics Plus 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.

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