



Accounts Payable Clerk

Marco Specialty Steel, Inc is a family owned and operated steel distribution and fabrication Company located near Hobby Airport in Houston Texas. Since 1992 our goal has been to provide the best, customer focused service in the metals industry to all customers, whether your requirement is large or small. We set high standards, and we abide by them as we practice business fairly and behave ethically. We share our expectations with each other and strive to maintain a workplace built on mutual values, trust and goodwill. In short, we expect excellence, and reward hard work and loyalty.

The Accounts Payable Clerk compiles and maintains accounts payable records. It's a **fast paced environment** where attention to detail and accuracy are absolutely critical. Excellent deductive reasoning and problem solving is required on a daily basis.

Duties and Responsibilities include:

- Reviews all bills for appropriate documentation, code bills properly, and then enter bills
- Process payments to Vendors
- Answers all vendor inquiries.
- Maintains all accounts payable reports, spreadsheets and corporate accounts payable files.
- Assists in monthly closings.
- Prepares analysis of accounts, as required.
- Assist with inventory controls and quality assurance
- Processing, filing and scanning of Material Test Reports from Vendors
- Producing inventory tags for inventory items
- Processing freight claims and disputes

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Thorough knowledge of applicable accounts payable/general ledger systems and procedures
- Strong work ethic and ability to work autonomously and manage time efficiently
- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- Customer service—the individual manages difficult vendor situations,
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Quality control—the individual demonstrates detail accuracy and thoroughness, Review and monitors own work to ensure quality and applies feedback to improve performance.
- Quantity—meets productivity standards and completes work in a timely manner.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

Qualifications include:

- Associates degree in Accounting, or 5 years' experience
- Experience with Quickbooks, or similar accounting program

Benefits:

In exchange for your hard work and dedication, we offer a compensation package that includes excellent pay, retirement plan, paid health benefits and a friendly casual work environment in our convenient South Houston location. If you want to be a part of our continued success and growth respond with a cover letter, resume and salary history.