

## Accounts payable Coordinator

Jagemann Stamping Company is a rapidly growing and expanding full-service stamping company recognized world-wide as a leading manufacturer of deep drawn, progressive, and fine blanked stampings. The latest technology coupled with the best people in a state of the art manufacturing facility, which encompasses all functional aspects including sales, design, tool building and manufacturing, enables Jagemann Stamping to provide its customer with products and service that consistently exceed expectations.

Jagemann Stamping, one of Manitowoc County's premier employers, is headquartered in Manitowoc, WI on the banks of beautiful Lake Michigan, 30 minutes south of Green Bay, WI and an hour north of Milwaukee, WI. In addition to offering a stable, dynamic work environment, Jagemann Stamping provides professional development and challenging careers with opportunities for growth and advancement where innovation and knowledge sharing are valued and rewarded. Jagemann Stamping employees receive highly competitive compensation and an exceptional benefits package including:

### GET BENEFITS ON FIRST DAY OF EMPLOYMENT - NO WAITING PERIOD

- Immediate Vacation Upon Hire
- Extra Vacation Earned for 2<sup>nd</sup> & 3<sup>rd</sup> Shifts
- 90/10 Co-insurance Medical Plan Effective on Your First Day No Traditional Waiting Period
- Dental, Vision Plans and Company Paid Life Insurance on Your First Day
- 401k plan with Company Contributions & Roth plans available
- No Cost to Employee Short Term Disability Plan Pays at 80%. Company Paid Long Term Disability Plan
- \$500.00 Employee Referral Program
- 7.5% Shift Premium for 2<sup>nd</sup> and 3<sup>rd</sup> Shifts
- Education Program – Books & Tuition Paid by Jagemann Upfront. No Typical Employee Reimbursement
- On-site Fitness Center for Employees and Spouses
- *Wall to Wall Air Conditioning*
- Flexible, Employee-friendly Policies and Work Environment
- Career Development and Progression
- 10 Paid Holidays
- Quarterly Bonus Program

**Base Wage: \$14.73 to \$19.93.** Starting wage dependent on skills and experience.

**Shift:** First Shift

#### **MAJOR FUNCTION:**

To provide accounts payable control, recording, and payments for purchased and invoiced raw material, supplies and outside services.

**MAJOR RESPONSIBILITIES:**

Receive, review and match purchase orders with invoices. Assign due dates, and review account numbers for all invoices. Verify quantities and prices, obtain authorization from managers and code for application to proper general ledger account if not purchased through the requisition process. Maintain related files such as paid payables and open payables.

Verify inventory receipts for raw material invoices when entering them. Monitor discrepancies and report to Purchasing and Inventory personnel to correct before entering them.

Verify inventory receipts for outside service invoices when entering them. Monitor discrepancies and report to Inventory personnel to correct before entering them.

Update monthly spreadsheets for: Staffing agencies and Premium Freight.

Select, print, review, process and prepare for distribution all accounts payable checks and payments. Includes the responsibility for matching invoice amounts and vendor or account numbers with payments to be made. Maintain closed files on a timely basis.

Electronically file Wisconsin Sales Tax monthly and remit payment.

Maintain computerized accounts payable system by entering activity and adding, deleting and changing vendor and supplier identification and contact information. Includes the preparation and distribution of detailed reports of activity and status of payables.

Provide interface with vendors and suppliers in the coordination of discrepancies, invoicing errors, payment schedules and debit memos.

Provide assistance in the audit, reconciling and maintenance of general ledger accounts associated with payables.

Prepare, mail and maintain 1099's information for vendors and suppliers.

Assist Cost Accountant with assigned tasks as needed for month end closing, such as making sure all invoices are entered, checking for pricing errors on receipts not invoiced, and check GL total with my AP spreadsheet total. Also, make sure we have certain monthly invoices entered. If we haven't received them, call vendor. Also do receipts not invoiced flip into next period before month is closed.

Prepare and enter General Ledger entries for reclassification from accounts payable and accrual entries when necessary.

Prepare travel advances.

Process and enter all credit card invoices monthly. Assist in attaching packing slips if necessary and make sure sales tax is entered when it needs to.

Inform employee of employee purchases.



Run Purchased Receipts Not Invoiced report and investigate any receipts over a month old. Determine if the receipt is correct and work with Inventory personnel to make necessary corrections. Contact vendor if we are missing invoice.

Prepare monthly loan or lease payment. Allocate principle and interest to appropriate accounts according to scheduled due dates and standard practices.

Position requires the incumbent to have a mature approach to business, the ability to present the company professionally to outside callers, and the ability to work on a wide variety of tasks at a consistently high level of accuracy despite frequent and constant interruptions.

Other duties as assigned by supervisor for additional experience and/or training or refinement skills or in preparation for advancement.

Participates in JSC's Continual Improvement Process.

Occupation includes a requirement to follow Environmental Health and Safety procedures.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

**EDUCATION:** High School Graduate with courses in the area of office practices and accounting or bookkeeping. Additional education beyond High School is highly recommended.

**EXPERIENCE:** 3-5 years of industrial or office experience. At least one year of experience in an industrial accounting department.

**SPECIAL REQUIREMENTS:**

Position requires the incumbent to have a mature approach to business, the ability to present the company professionally to outside callers, and the ability to work on a wide variety of tasks at a consistently high level of accuracy despite frequent and constant interruptions.

*If you desire the chance to make a difference and to work with great people who value teamwork, challenges and the ability to impact the future of the company please apply on line at [www.jagemann.com](http://www.jagemann.com).*

*Jagemann Stamping is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national or ethnic origin, sexual orientation, gender identity or expression, age, disability, veteran status or other characteristics protected by law.*