



Could you be our next AR/AP Analyst?

JOB TITLE: AR/AP Analyst

REPORTS TO: VP of Finance

LOCATION: Durham, NC (Onsite)

DEPARTMENT: Finance

RESPOND TO: HR@sipcamagro.com

Sipcam Agro USA is headquartered in Durham, North Carolina, and is owned by Sipcam Oxon Group, an Italian-based company founded in 1946 and recognized worldwide for formulation and manufacturing expertise.

Job Description

The AP/AR Manager is responsible for the management of Accounts Receivable, Accounts Payable, and Expense, as well as recording monthly general ledger transactions, account reconciliations, and miscellaneous projects as assigned.

Summary

This role requires a high caliber individual who is detail oriented, results driven, with excellent communication skills.

Responsibilities

- Manage all aspects of Accounts Receivable: Manage Accounts Receivable general email box, record cash receipts, contact customers regarding payments, answer customer inquiries, open new customer accounts including credit check, manage customer master, reconcile balances of A/R subledger to A/R general ledger and cash account to bank statement each month, generate customer statements, solve any customer invoicing issues with Customer Excellence Department personnel when necessary
- Manage all aspects of Accounts Payable: Manage Accounts Payable general email box, create payment selection report and process and complete bi-monthly check run; create new vendors and manage the vendor master; answer vendor inquiries and issue 1099's annually
- Manage all aspects of Expense Reporting: Process monthly expense reports and general ledger postings.
- Month End close – reconcile, balance and close AP and AR
- Maintain a master list of monthly journal entries and account reconciliations with supporting documentation
- Enter all applicable journal entries into accounting software (JD Edwards)
- Create recurring journal entry templates & record in accounting software (JDE Edwards)
- Prepare & manage applicable Balance Sheet & appropriate expense account reconciliations
- Assist auditors with journal entry examinations, AP, and AR.



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- Review and code approved AP invoices according to budgeted accounts
- Work on any additional projects, as necessary
- Ensure that reversing entries are posted appropriately
- Manage Outstanding Check analysis (Escheats) and ensure proper entries are made for non-AP payments into JDE
- Create weekly payment runs, upload positive pay, initiate ACH and wire payments in bank portal and approve any payment exceptions

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies:

- Quality orientation and high attention to detail
- At least five years' general ledger accounting experience is required
- Strong Excel skills - Pivot Tables, V-Lookups, Linking, etc.
- Strong analytical and problem-solving skills
- Strong organizational skills
- Team player with the ability to work independently
- Excellent written and verbal communication skills, including ability to interact effectively with all levels throughout Company organization
- JDE/Oracle experience a plus

Travel

No travel required

Position Type

This is a full-time, onsite position located in Durham, NC

Required Education and Experience

- Bachelor's degree in Accounting, Finance or related field
- Minimum of five years' experience in AR/AP

Preferred Education and Experience

- Experience in the Manufacturing Industry (chemicals, formulation petrochemicals or refining, etc.)
- Strong analytical and technical skills
- Excellent oral and written communication skills