

Immediate full-time career opening for a positive, highly motivated **ACCOUNTS PAYABLE MANAGER** to join our growing team in our fully-vaccinated headquarters office in Philadelphia. This is a high volume, fast-paced role.

We are a fifth-generation family-owned business with six pasta manufacturing facilities and a flour mill strategically located across the United States. We develop and manufacture dry, frozen and specialty pastas for industrial, branded retail, and foodservice applications.

Come grow with us!

ACCOUNTABILITIES INCLUDE:

- Provide direct supervision to 2+ full-time staff
- Research, analyze and resolve complex payment and vendor issues
- Direct invoice processing and verification, expense coding and drafting of payment checks and vouches.
- Prepare special reports for management including audits, compliance reports, payment analysis, etc.
- Examine records of amounts due and ensure invoices are paid according to terms and that discounts are taken.
- Evaluate performance and workload priorities
- Suggest improvement in processes to increase effectiveness
- Learn and assist in training team on new ERP system

ABOUT YOU:

- Bachelor's Degree in finance, accounting, and/or related field
- 5+ years of related experience - manufacturing company experience strongly preferred
- Technically savvy and enjoys systems - Prior experience with a large ERP system required; experience with Infor M3 a plus.
- High level of proficiency with Microsoft Suite (Outlook, Excel)
- Effective leadership skills necessary
- ADP experience preferred; payroll experience a plus
- Must be a self-starter with a can-do attitude
- Organizational skills and a high attention to detail and accuracy necessary
- Effective verbal, written and interpersonal communication skills required
- Proven ability to handle multiple priorities and projects required
- High level of integrity and professionalism required
- Must be able to handle confidential information
- Ability to work effectively as part of a team

Our company offers a competitive package including PTO, paid holidays, bonus based on performance, free parking, 401(k) with employer match, health, dental, vision, life insurance and short and long-term disability insurance.

Please email your resume and cover letter to: sclemens@philamacaroni.com

Equal Opportunity Employer