



Immediate full-time career opening for an **ACCOUNTS PAYABLE SPECIALIST** to join our growing team in our fully-vaccinated headquarters office in Philadelphia.

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 build your career with us!

In This Role You Will:

- Perform high volume daily processing of accounts payable transactions
- Receive and verify invoices
- Prepare batches of invoices for data entry
- Process backup reports
- Maintain updated vendor files, listings of accounts payable and file numbers
- Perform other work assignments as assigned by Supervisor
- Work as part of a collaborative team

ABOUT YOU:

- A team player interested in a full-time position with a strong professional performance
- Capable of working five days per week in our Philly corporate office.
- Minimum of a HS education; Additional schooling preferred.
- Minimum of 2+ years of experience; manufacturing company experience a plus
- Strong PC skills and proficiency in Microsoft Suite (e.g. Excel) required
- Organizational skills with attention to detail and accuracy required
- Effective communication and team skills needed
- Self-starter that brings energy to their work
- Prior experience with a large ERP system; experience with Infor M3 a plus

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