



INNOVATION BEGINS WITH **ALADDIN**

Position: Accounts Payable Clerk

Location: Waukesha, WI

Reports to: Senior Accountant

Non-Exempt: Eligible for overtime pay

Full-Time/On-Site

Travel: None

Standard Hours: 8:00 am-4:30 pm; Monday-Friday

Job Description:

As a key member of the Aladdin Administrative team, the successful candidate will enjoy the variety, fast pace and challenges of working for an industry leader of custom designed and built OEM automation systems. The Accounts Payable Clerk will provide financial and administrative support by performing a range of accounting functions, clerical tasks, and vendor/customer support.

Responsibilities Include (but are not limited to):

- Process and enter accounts payable in the ERP system, including coding to the correct project codes and ledger accounts.
- Review all invoices for appropriate documentation and approval prior to payment using the three-way match method.
- Troubleshoot problems throughout the procure-to-pay process; collaborate with buyers, operations, and suppliers for resolution.
- Assist suppliers with invoice/payment inquiries and reconcile discrepancies.
- Maintain Customer Project Folders and other company documentation accurately within assigned filing cabinet(s) or electronic filing system via filing, copying, or scanning.
- Prepare and maintain documentation, spreadsheets, and various monthly ERP reports as requested by leadership.
- Monitor, sort, prepare, and/or distribute incoming correspondence in the Accounts Payable Email inbox and U.S. Postal Mail.
- Answer, screen, and direct incoming phone calls as well as keep company contact records updated.
- Other general accounting and business support tasks as assigned.
- Greet and check in guests and visitors.
- Be the main resource for co-workers.

Experience Desired:

- At least 1-2 years experience in accounting and/or working in an office environment.
- Basic bookkeeping and data entry skills.

- Strong organizational skills with attention to detail; outstanding interrelations skills, and ability to resolve issues dynamically.
- Proficiency in Microsoft Office, especially in Excel, Word, and Outlook.
- Knowledge of ERP systems or accounting software. Experience with Apteau Traverse, a plus.

Education: High School Diploma or equivalent required, Associate Degree preferred.

Compensation:

- Compensation depends on experience.
- Competitive Benefit Package available and opportunities for personal and professional growth.

FOUNDED IN 1953...Aladdin Engineering & Manufacturing has designed and built custom machines and systems for major manufacturers across a range of industries. In doing so, it has established itself as one of the most experienced companies for custom automation manufacturing equipment in the United States. Currently, a third-generation family-owned business Aladdin continues to achieve new levels of production, efficiency, precision, and quality in Automated Assembly, Control Systems, Assembly Presses, Robotic Integration, and Test Systems.

For consideration of this outstanding opportunity, please submit your application through our website:
www.AladdinEngMfg.com/Employment-Opportunities/