

Accounts Payable Clerk

SeaCast operates full-service investment casting foundries in the aerospace/commercial markets. The company was established in 1985 and remains privately held and headquartered in Marysville, WA. There are more than 800 employees across our locations in Marysville, Arlington, Seattle, Montana, and Mexico. This position is in Marysville, WA.

Responsibilities:

- As the subject matter expert, process accounts payable invoices, including vendor maintenance, payment processing, and sending remittances.
- Monitor costs of products and services to spot opportunities for savings.
- Compile, organize and maintain accurate accounting records.
- Analyze, prepare and input accounting data accurately into our system.
- Accurately pay company bills.
- Maintain vendor files including W-9 information, run checks and attach check stubs to invoices.
- Work with vendors and department managers to resolve issues related to outstanding invoices and pay applications.
- Route invoices for proper approval and GL coding.
- Communicate and resolve invoice discrepancies or inquiries with company vendors, while maintaining positive relationships.
- Investigate and provide solutions on questionable bills/account balances in a timely manner.
- Ensure that vendors are paid based on terms.
- Answer questions regarding accounts, products, ordering and billing.
- Some administrative back-up duties (phones and reception) as needed.

Experience and Skills:

- 5 years of bookkeeping/accounting experience in a manufacturing company – Aerospace a plus
- Thorough understanding of the purchase order to payment cycle – understanding of inventory transactions a plus
- Track record of being the subject matter expert for all accounts payable systems and processes
- Knowledge of sales tax applicability strongly desired
- Experience with an ERP accounting system required - EPICOR and/or NAV preferred
- Multi company payables experience a plus
- Proficiency with Microsoft Excel, Word, and Outlook
- Proven attention to details and the ability to work with personnel at all levels within the organization.
- Excellent written and oral communication skills
- An accounting degree is a plus but not required

SeaCast Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This applies to all

terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please note that reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.