

**The Company**

Goodridge is the world's leading manufacturer of performance fluid transfer systems. We operate in the OEM, automotive, motorcycle, motorsport, defense, and specialist industrial sectors. This dynamic private company manufactures ten facilities globally and supplies customers around the world with a unique combination of design, innovation, reliability, and outstanding service. Goodridge has a turnover of over \$47m and operates globally with manufacturing and distribution operations in the UK, USA, Mexico, and Europe, employing more than 400 people worldwide.

**The Role**

The Accounts Payable Specialist is responsible for the accounts payable function, including but not limited to, helping process, track, and record invoices in an accurate, efficient, and timely manner. The AP Specialist will have a daily, ongoing impact on financial transactions, keeping us on track, on time, and on good terms with our valued partners.

**Location**

Mooresville, NC

**Key Responsibilities**

- Completing payments and controlling expenses by receiving, processing, verifying and reconciling invoices for multiple locations.
- Accurately process a high volume of invoices for payment. Code and enter invoices into the accounting system with appropriate account codes.
- ACH and check payment request.
- Ensure timely approval and verification of non-purchase order invoices by relevant departments.
- Investigate and settle problems associated with processing of invoices and purchase orders in a confidential and timely manner.
- Reconcile accounts and vendor statements by identifying errors in postings or omissions and correct discrepancies to improve business efficiency.
- Verify receipt of materials or services and matches invoices, shippers, and other documentation necessary to process payment and distribute checks according to established procedures.
- Prepare and manage company credit cards, expense reports and ensure accurate entry into the accounting system.
- Handles vendor correspondence via phone and email, and receives, researches, and resolves internal and external inquiries concerning account status.
- Perform other duties, as needed.

**Qualifications & Experience**

- At least three years' experience in accounting or a related field
- Bachelor's degree in accounting/business, preferred.
- Ability and willingness to work cooperatively with others.
- Proven ability to handle multiple projects simultaneously.
- Must be able to successfully prioritize multiple deadlines in a fast-paced environment.
- Attention to accuracy and details, highly organized.
- Excellent verbal and written communication skills required.
- Proficient MS Excel, including Pivot Tables, Microsoft Word and previous AS400 experience preferred but not required.

**Benefits**

- Medical
- Dental
- Vision
- 401K, employer match up to 4%
- Paid Vacation/Sick
- 13 Paid Holidays

**Application**

To apply for this position, click the link and follow the directions:

<https://app.trinethire.com/companies/38718-goodridge-usa/jobs/100590-accounts-payable-specialist>