



Accounts Payable Clerk

Nora Lighting, a leading manufacturer of indoor commercial and residential luminaires, is looking for a self-motivated individual to join our Accounting Department. You will be part of a dynamic team that is responsible for providing dedicated support and service to our vendors and employees. The right candidate should have excellent verbal and written communication skills and has a positive and upbeat attitude!

Duties and Responsibilities include, but are not limited to:

- Open vendor regular mails and print invoices received from emails and sort the invoices per vendor. Stamped "date" received on the invoice.
- Verify the correctness of invoices from the purchase order, quotes, or contracts including the payee's name and remittance address in the system.
- Send written communication or call the vendor for any discrepancy found on the invoice (such as price, quantities and product/item charged) or to any concern employees.
- Scan the vendor invoice/s and send via email or forward the original email received from the vendor for approval of payment to the authorized personnel.
- Data entry of approved vendor invoices in NetSuite Accounts Payable using the "Bill" transaction entry for regular invoice, using the "Inbound Shipment" transaction entry for the international invoices and "PO Item Receipt" transaction entry for the local vendors invoices with purchase orders.
- Must attached the scanned invoice (PDF file) to the "Bill/Invoice" file in NetSuite system.
- Prepare each vendor AP voucher and attached the corresponding invoices listed in the voucher. Update the AP Vouchers if new invoice is process and file the AP vouchers on the ready for payment "TRAY".
- Every middle of the month or end of the month gather all the vendors AP vouchers filed in the "TRAY" for payment. Sort vendor if payable by checks, credit card, ACH or wire transfer. Prepare the credit card "One Time" authorization letter for those vendors that are being paid with credit card and attached to the AP Vouchers.
- Submit the all the AP vouchers with corresponding invoices attached to the Controller or Assistant Controller for final verification of the payee, amounts and general ledger accounts processed and if everything is correct, the said vouchers/credit cards letters are submitted to the President or owner of the company for signing of the credit card letter and stamping of vouchers that are approved for check printing, ACH or Wire transfers.
- Data entry the AP Vouchers for check printing, using the "Bill Payment" transaction entries for each vendor, ensuring the invoices check marked for payment must balance with the approved total amount listed in the vouchers for check printing.
- Attached each printed check to the corresponding AP vouchers for check signing by the authorize signatory.
- Prepare the signed check for mailing ensuring the attachment to the checks are correct like the commission statement and bill remittance slip/vouchers and bring the envelopes for mailing to the Receptionist for printing of stamps.
- Fax the signed credit card authorization letter to the vendor and upon receipt of credit card confirmation, clear the invoices using the "Credit card" transaction entry.
- Upon receiving the bank statement from the Controller or the Assistant Controller, clear the invoices paid via ACH (local vendors) and Wire transfer (overseas vendor) by issuing a manual check for each vendor total payment.
- Scan the check vouchers, credit card letter and corresponding credit card receipts, bank statements for ACH and wire transfer and attach to the NetSuite file.
- Filing of hard copies documents related to the payments.
- Perform other duties assign by the Controller or Assistant Controller



Requirements and Qualifications are but not limited to:

- Authorized to work in the U.S - Required
- Accounting background preferred
- 1- 2 years Accounts Payable experience

- Working in an office environment
- Attention to detail
- Analytical accounting experience
- PC Knowledge, Excel, Word, Outlook Proficient
- Work and communicate well within the team and vendors
- Ability to work independently
- Lift up to 20 pounds
- Ability to bend, stoop and reach to replace or retrieve files
- Dexterity
- Ability to sit for long periods of time
- Ability to work in front of a monitor for long periods of time

Compensation:

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, Vision insurance, Voluntary Life/AD&D and a 401(k) plan.

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.

We thank all candidates for applying, however only candidates selected for further consideration will be contacted.

Nora Lighting values the unique skills and experiences of each of our candidates; recognizing that each Nora Lighting associate may help turn our efforts into building a diverse and inclusive place to work, a reality.