Position Title:	Accounts Payable - Analyst	**Date:**	April 3, 2023
Department:	Controllers Group	**Facility:**	CEPM - Corporate
Reports to:	Accounts Payable - Supervisor	**Location:**	Charlotte or Princeton

Responsibilities

- Review and verify invoices and check requests, ensuring all invoices are approved in accordance with company policy
- Enter invoices, manual wires, and ACH payments into PeopleSoft
- Understand purchase order and receiving process
- Perform weekly check runs
- Load and reconcile purchasing card transactions into PeopleSoft
- Work with Commercial Team to obtain monthly fuel invoices, enter POs for fuel related invoices
- Research and resolve invoice discrepancies and issues
- Reconcile monthly vendor statements to ensure timely payments of all invoices
- Maintain vendor files, correspond with vendors and respond to inquiries
- Assist in preparation of 1099 forms at year-end
- Assist with the month-end closing process
- Scan all invoices into document imaging system
- Apply appropriate internal controls and procedures

Deliverables from this role

- Voucher and PO creation in PeopleSoft
- Provide and validate ACH vendor information
- Prepare, review, update, and deliver a daily fuels tracking spreadsheet

Qualifications and Educational Requirements

- High School Diploma required. Two-Year Degree in business or accounting from an accredited college preferred.
- Minimum 5 years' accounts payable experience with enterprise accounting systems is preferred (PeopleSoft, Oracle). PeopleSoft Accounts Payable preferred.
- Demonstrated excellence in the following areas
    - Organization and Prioritization
    - Attention to detail and accuracy
    - Work standards according to Cogentrix policy
    - Verbal and written communication

Qualified candidates should send their resumes to Careers@cogentrix.com