

OFFICE POSITION



ACCOUNTS PAYABLE CLERK

In 1985, Mike and Kim Crabb founded Diamond C with a small team and a big dream. Over the years, the company has grown significantly, now employing over 900 team members. Diamond C remains a family-owned and operated business, with a strong emphasis on our foundational “Do Work, Love Strong” culture, which is based in Mt. Pleasant, TX.

We are unwavering in our commitment to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. Our purpose is to fuel the growth and success of our team members, customers, and community. We're dedicated to being a positive force for change and using our expertise to make a meaningful impact on our community abroad.

Purpose:

The Accounts Payable Clerk will be responsible for processing invoices for expenses incurred by the company while auditing and ensuring invoices are accurate by following standard accounting procedures. The role will build effective relationships with vendors and have a strong focus on our foundational “Do Work, Love Strong” culture.

Shift & Schedule: This on-site position is located in Mt. Pleasant, TX. Mon-Fri 8:00A-5:00PM

Responsibilities:

- Review invoices for appropriate documentation, approval, and material/service receipts
- Research and solve invoicing discrepancies by working with vendors, inventory, and purchasing team members
- Ensure expenses are coded to correct general ledger accounts
- Prepares and processes weekly payments to vendors (checks and ACH)
- Maintains vendor records and documentation thoroughly and accurately
- Reconcile vendor statements to the AP aging report
- Communicate with vendors via phone, email, mail, or personally
- Serve as backup to other Accounting team functions

Qualifications:

- Associates Degree preferred
 - 1+ years of Accounting experience, preferably in Accounts Payable
- Strong attention to detail and accuracy
- Efficient multitasking, organizational, and time management skills
- Excellent verbal and written communication skills with a commitment to extraordinary customer service
- Proficiency in Microsoft Excel and Word
- Exhibits a problem solving attitude; constantly seeks ways to improve processes, increase efficiency, and find solutions to current situations or to develop new methods and procedures.
- Extremely dependable

Benefits:

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| • Medical | • Physical Wellness Program |
| • Dental | • Paid Maternal/Paternal Leave |
| • Vision | • Tuition Reimbursement Program |
| • Long and Short Term Disability | • 401(k) & Company Match |
| • Employer Paid 25K Life Insurance | • Scholarship |
| • Other Supplemental Policies | |

We encourage and welcome applicants with any and all backgrounds, experiences, abilities, and competencies. All decisions regarding hiring, promotion, discipline, and discharge are based on qualifications, merit, and the needs of the business. We are an equal opportunity employer.

Acknowledgement - I agree and accept the offer and responsibilities as stated above:

Print Name: _____

Date: _____

Signature: _____