



Accounts Payable Specialist

Emerald Services, Inc. is currently looking for an experienced accounts payable specialist. The companies this position will be responsible for are recycling leaders in the Pacific Northwest with operations in 6 states. For more detailed information about our companies, please visit our Web sites at: www.emeraldnw.com and www.cedar-grove.com

Working Knowledge:

- Application of Washington State sales and use tax rules toward vendor invoices.
- Process, code, and enter high volume of vendor invoices with multi-layer coding including job tracking.
- Experience with computerized purchase orders systems helpful.

Skills:

- Ability to work with staff in remote locations.
- Attention to detail with a high level of accuracy.
- Excellent time management and organizational skills.

Computer Skills

- Integrated accounting system experience with a Microsoft software product. Experience with medium level package such as Microsoft Dynamics, incl. Great Plains, Solomon or Navision a plus.
- Microsoft Excel skills are required, with skill level at intermediate or higher.
- System conversion experience a plus.

Qualifications

- AA Degree in accounting is considered a plus.
- 2-5 years of relevant work experience in construction or manufacturing environment
- Strong interpersonal skills necessary to work effectively across varied levels of management

Emerald Services, Inc. offers a competitive salary and excellent benefits.

**If you have a desire for a challenging career with a dynamic company where you
can make a difference - apply today.**

Please email resume and salary history/expectations to careers@emeraldnc.com.