

## AP Specialist

KHS is a subsidiary of Salzgitter AG. As one of the world's leading manufacturers of filling and packaging systems for beverages and liquid food we are a world-class player. Our customers have trusted in our passionate pioneering spirit and first-class technologies for over 150 years. However, we can only remain world class if we continue to find new employees who make just as high demands of themselves and the quality of their work as our customers make of us at KHS. Are you one of them?

**Location:** Waukesha | Wisconsin | USA

### Your Tasks

- Process high-volume vendor invoices (PO and Non-PO) accurately and efficiently in SAP.
- Perform three-way matching and resolve invoice discrepancies by collaborating with relevant departments.
- Process vendor invoices and initiate payments in accordance with company policies and payment terms.
- Analyze vendor accounts and negotiate extended payment terms when cash flow is restricted.
- Investigate and resolve invoice blocks, payment issues, and vendor inquiries.
- Reconcile vendor statements and coordinate with vendors to resolve outstanding discrepancies and questions.
- Prepare account analyses and other financial reports as required.
- Assist with monthly close activities, including expense report reconciliation and payment processing.
- Ensure compliance with applicable tax and regulatory requirements, including exemption certificates, credit notes, and 1099 reporting.
- Identify and resolve accounting issues, inconsistencies, and process gaps, recommending appropriate corrective actions.
- Communicate and coordinate accounting policies, practices, and procedures with employees, vendors, customers, and other stakeholders as needed.
- Collaborate with procurement, logistics, and finance teams to optimize accounts payable processes and improve operational efficiency.
- Execute down payment transactions and related documentation requirements.
- Provide backup support for receptionist duties during lunches, breaks, or other absences as needed.

### Your Qualifications

- An Associates degree in accounting or related field
- Three years of related accounts payable experience or an equivalent combination of education and experience.
- Experience in a high-volume AP environment
- Knowledge of GR/IR reconciliation process

### Benefits

- Medical, Dental, Vision insurance offered at 30 days of employment
- Generous Educational Reimbursement program
- Company sponsored Life and Disability Insurance
- Paid Time Off
- Ten (10) Paid Holidays per year
- 401K with Company Match

In order to ensure our success in the future, too, we need first-class employees – and we also have plenty to offer them.

**Contact:**

KHS USA Inc.

Human Resources

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Weitere Stellenangebote des Salzgitter-Konzerns: [www.salzgitter-ag.com/personal](http://www.salzgitter-ag.com/personal)

**Job-ID 5900**

