



Job Title: Accounts Payable Specialist

Position Summary: Metal Shark is a small, fast growing company and is need of a capable, intelligent, and efficient Accounts Payable Specialist. The prospective employee will provide support to the Accounts Payable department in matching invoices with packing slips, processing bills and assisting with filing.

Typical Duties/Responsibilities of Position:

- Process all accounts payable
- Completing and submitting vendor credit applications
- Collecting necessary W-9s from vendors
- Sort and distribute incoming mail
- Process check requests
- Reconcile vendor statements, research and correct discrepancies
- Filing
- Verifying the correct sales tax on bills
- Working with the Purchasing and Shipping & Receiving department to resolve issues with bills and packing slips
- Maintains record keeping of certificates of liability insurance from the necessary vendors

Qualifications/Experience:

- Requires 2 to 5 years of experience in Accounts Payable
- High School diploma required
- Must be well organized and a self-starter
- Ability to work in a fast-paced and high-volume environment with emphasis on accuracy and efficiency
- Ability to communicate with employees and vendors in a professional manner
- Requires effective oral and written communications skills
- Possess skills in Excel and intermediate skills in the other Microsoft Office Suite (Outlook, PowerPoint, and Word)

About Us: Metal Shark is a leading shipbuilder specializing in the design and production of boats and ships for military, law enforcement, fire rescue, and a wide spectrum of commercial applications. At its facilities in Franklin and Jeanerette Louisiana, and Bayou La Batre, Alabama, Metal Shark manufactures vessels in aluminum, steel, and fiberglass, with current capabilities supporting production for vessels up to 300' in length.

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