



Please submit your resume, cover letter, and references to careers@oledworks.com for consideration of employment.

Position Title: Accounts Payable Specialist
Department: Finance
Reports To: Sr. Director, Finance & Administration

About Us: OLEDWorks' mission is to empower our customers to make unique products with the world's most advanced, best performing and highest quality multi-stack OLED technology. Our vision is to bring the unique beauty, unmatched performance and earth-friendly sustainability of OLED technology into products that change the way people light spaces, display images and communicate information.

Creating world-class, cost-effective solutions requires an entirely new approach that breaks from traditional OLED manufacturing paradigms. With production in Germany and in the USA, OLEDWorks boasts two innovative and complementary manufacturing platforms that deliver affordable OLED solid state lighting panels. OLEDWorks is uniquely positioned to offer volume production while expanding product portfolio to enhance design inspiration.

Job Summary: OLEDWorks is in search of a full-time Accounts Payable Specialist to join the Finance & Accounting Team. This individual must be detail oriented and will be responsible for managing the purchase order process, processing all incoming invoices, and making corresponding payments for the Company in the US. Additional areas of support may include some accounts receivable, reporting, scanning/filing, correspondence and other related duties as assigned.

Essential Functions:

- Reviews incoming mail/email for invoices.
- Reviews invoices for accuracy, makes any necessary corrections, and matches invoices with back-up documentation.
- Enters invoices into accounting system.
- Manages the purchase order process. Includes generating purchase orders, monitoring PO requests, and corresponding with employees.
- Sets up vendor files in accounting system. Corresponds directly with vendors to gather documentation, such as W9 or other necessary information.
- Assists with Company card transactions, including monitoring requests received, collecting paperwork, and reconciling purchases in accounting system.
- Runs various reports regularly for open SOs, POs, check-run approvals. Assists with necessary steps to address or reconcile.
- Receives employee expense reports and enters in accounting system for payment.
- Gathers necessary information and completes credit applications for vendors and customers.
- Assists with sales and use tax filing requirements or calculations.
- Corresponds directly with external vendors.
- Scans and files all documentation according to retention guidelines.

- May assist with some accounts receivable duties.
- Contributes to the successful implementation of the ERP system. May include data entry, gathering information, generating reports, and assisting with overall accounting related set-up and testing.
- Aids in creating accurate and timely financial records for the organization.

Education & Experience:

Associate's degree in accounting, finance or a related field and 1-3 years of related experience preferred, or a combination of a High School Diploma and 3-5 years of accounting and bookkeeping experience required.

Competencies & Skills:

- Moderate to strong proficiency in accounting software. QuickBooks and/or Epicor preferred.
- Working knowledge in Excel and Outlook, as well as other Microsoft products
- Working knowledge of accounting, to include P&L, balance sheet, debits, credits, and other general accounting terminology and processes
- General understanding of NYS sales and use tax reporting requirements preferred
- Ability to enter accurate financial/numerical/related data
- Analytical thought and problem-solving skills
- Detail oriented and quality focused
- Communication proficiency, both written and verbal
- Independent drive for results
- Technical capacity
- Ability to multitask based on prioritization and time sensitivity
- Customer/client focus (both internal and external)
- Adaptability through periods of change and growth
- Ethical conduct, integrity, and trust

Physical Demands & Work Environment:

This position primarily operates within a professional office environment. This position may offer some remote work opportunity, subject to manager approval and/or business needs. An individual working in this role routinely sits at a desk and uses office equipment such as a computer, phone, photocopiers/scanners, and other peripherals. This position may require light lifting in order to move files and/or boxes of documents. Travel is not required.

OLEDWorks is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, protected veteran status, or any other characteristic protected by law.