

Employment Opportunity – Payment Services Clerk

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is currently recruiting for a Payment Services Clerk. This position is located in Sandersville, Georgia.

MAJOR DUTIES:

Perform all duties related to Payment Services to ensure timely and proper payment of all invoices.

Process assigned vendor invoices via the electronic document management system. Route invoices to appropriate approval groups for initial approval and processing. Ensure that all invoices, both hard copy and emailed documents, are properly distributed, approved, coded, and accurately processed for payment as well as:

- Process invoices without purchase orders related to utilities, freight, insurance, legal fees, etc. Route invoices to appropriate individuals for approval.
- Perform necessary procedures to process invoices including matching receipts to purchase orders and releases to blanket purchase orders. After all invoices have been processed through Maximo or AX software programs, verify and confirm information on invoices to computer generated voucher report, make corrections if needed, and file invoices in document management system.
- Transfer invoices from payment proposal report into payment journal and process for payment
- Load checks for payment processing using payment journal and obtain payment approval before printing physical checks. Deliver checks to designated personnel for distribution via mail or interoffice mail.
- Fully trained to process all ACH and wire transfers through appropriate banks for various domestic and foreign payments.
- Serve as backup for year end 1099 compliance reporting.
- Manage documents via the document management system.

MINIMUM QUALIFICATIONS INCLUDE:

- College Diploma or University Degree preferred; High School Diploma or GED required.
- A minimum of three years of accounts payable experience.
- Excellent communication skills (written and verbal)
- Attention to detail and good organization/prioritization skills
- Proficiency with Microsoft Office Programs including Excel, Word, etc.
- Ability to maintain confidential information, work individually as well as part of a team, meet deadlines, and work in fast paced environment.

Qualified Candidates should email a resume to latonya.martin@thielekaolin.com. **Please note “Payment Services Clerk” in the subject line.**

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free workplace.

