

Corporate Headquarters  
1100 Pontiac Court  
Bushy Run Corporate Park  
Export, PA 15632

West Coast Distribution  
5530 South Arville Street  
Suite L  
Las Vegas, NV 89118

Central Distribution  
14201 Sovereign Road  
Suite 141  
Fort Worth, TX 76155



**Position:** Accounts Payable Clerk  
**Department:** Accounting  
**Reporting to:** Controller  
**Job Status:** Full Time  
**Location:** Export, PA

Are you a highly motivated and detail-oriented Accounts Payable professional who currently resides in the Pittsburgh area? Well then, we want to speak with you.

Karndean Designflooring is a dynamic, rapidly growing manufacturer and distributor of luxury vinyl flooring. Our mission is to remain the market leader in luxury vinyl, currently the fastest growing segment in the floor covering industry, while continuing to provide high-quality service to all.

### Responsibilities

- Reviews all invoices for appropriate documentation and approval prior to payment.
- Compiles and maintains Accounts Payable vendor records. (including W-9's)
- Processes invoices into Microsoft Dynamics Great Plains.
- Processes expense reports.
- Prints and distributes all payable checks.
- Answers all vendor inquiries.
- Maintains all accounts payable reports and spreadsheets.
- Assists the Accounting Department as necessary.
- Prepares analysis of vendor accounts, as required.
- Performs other duties as assigned.
- Prepares Month End Journal entries.

### Main Duties

- Manages vendor/employee situations, responds promptly to those needs.
- Prioritizes and plans work activities and uses time efficiently.
- Demonstrates accuracy and thoroughness.
- Meets productivity standards and completes work in a timely manner.
- Manages work time to deal with changes, delays, or unexpected events.

### Qualifications

- Accounting/Finance studies or related work experience.



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- Dependability – consistently at work on time, follows instructions, responds to management direction and offers feedback to improve performance.
- General knowledge of accounting and understanding of the general ledger accounts and how they relate to invoices.
- Experience in Excel.
- Experience in Microsoft Dynamics Great Plains a plus.

