



IP Corporation has been a supplier to the composites industry for over four decades. With our three subsidiaries (Interplastic, North American Composites, and Molding Products), we are uniquely positioned to meet the needs of our diverse customers. More than ever, our commitment to becoming the finest supplier and distributor of resins and composite materials in our industry still stands. In addition, all of our manufacturing facilities and research and development laboratories are ISO 9001:2000 and ISO 14001:2004 certified.

We have an exciting opportunity for an **Accounts Payable Clerk** located in our Corporate Headquarters in **Vadnais Heights, MN (a suburb of St. Paul, MN)**. The ideal candidate for this position must be able to provide accurate and timely processing of invoices received and perform clerical functions necessary to support the Accounts Payable Department

Major Areas of Accountability:

- Process inventory and non-stock invoices for specified locations.
- Process utility and freight invoices.
- Enter invoices for payment in a timely and efficient manner.
- Verify paperwork, approvals and account codes are accurate.
- Process check runs and match invoices to checks
- Responsible for posting all outgoing mail and staying current on USPS guidelines.
- Communicate daily with internal and external departments and divisions.
- Switchboard backup as needed.
- Weekly invoice filing.
- Punctuality and regularity of attendance are job requirements.
- Performs other duties as assigned by management.

Ideal Candidate:

- Minimum 2 years accounts payable experience.
- Must be a strong communicator, both written and verbal.
- Must be detail oriented with excellent follow up skills.
- Experience working with various business documents.
- Mathematical aptitude, 10 key by touch.
- Experience in manufacturing and/or distribution environment preferred.
- Reliable individual that is dedicated to quality performance.

Comprehensive Benefits Package:

- Competitive Salary
- Paid Weekly on Fridays
- Medical Benefit Plan
- Dental Plan
- Vision Plan
- Life Insurance Plan
- Short and Long Term Disability Plans
- Medical and Dependent Care Flexible Benefits Plan
- 401K Plan that includes matching as well as profit sharing

If you are results oriented please submit your resume, cover letter, and salary requirements via mail, email or fax to:

IP Corporation
Attn: Hiring Manager
1225 Willow Lake Blvd

St. Paul, MN 55110-5145
Fax: 651.481.9170
Email: jobs@ip-corporation.com

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