



**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 a **Transportation & Accounts Payable Clerk** located in our Corporate Headquarters in **St. Paul, Minnesota**. Provide accurate and timely processing of invoices received and perform clerical functions necessary to support the Transportation and Accounts Payable Departments

**Major Areas of Accountability:**

- Audit all freight invoices for correct rates, discounts and NMFC freight classifications.
- Contact and follow up with freight carriers regarding billing / weight discrepancies.
- File new freight claims and follow up on existing freight claims.
- Print, process and save copies of all contract carrier invoices.
- Create and modify weekly bulk transportation schedules.
- Match and verify corporate vehicle reports/receipts.
- Processes check runs and match invoices to checks.
- Responsible for posting all outgoing mail and staying current on USPS guidelines.
- Back-up for front desk as it relates to outgoing shipments and special mailings.
- Switchboard back-up as needed.
- Invoice filing as needed.
- Other duties as assigned.

**Reasonable Accommodations:**

The Company complies with all disability laws. Be aware, however, that “an Employer never has to reallocate essential job functions as reasonable accommodation, but can do so if it wishes.” The Company reserves the right.

**Ideal Candidate:**

- Minimum of two years clerical experience in Transportation and/or Accounts Payable.
- 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.
- Dexterity to match invoices and checks.
- Ability to multi-task is a must.
- Computer literacy in various software programs.

**Comprehensive Benefits Package:**

- Competitive Salary
- Medical Benefit Plan Options
- 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 have the required experience and are results oriented, please submit your resume and cover letter 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](mailto:jobs@ip-corporation.com)