



**Accounts Payable Representative**  
**Finance-Acct. & AP**  
**Conshohocken**

**Company Overview:**

Rumsey is a dynamic, employee-owned electrical distribution company serving Eastern PA, NJ, DE and MD. In existence for over 100 years, Rumsey provides a competitive salary and benefits package, along with diverse opportunities for long term career development. Opportunities at Rumsey encompass a variety of skill sets and experience levels. The Rumsey team consists of over 250 employee owners that thrive in a fast-paced customer service environment. Rumsey just may be the company you've been looking for!

**Benefits:**

- Stock ownership
- 401(k) with employer matching
- Medical/Dental/Vision/Prescription
- Life and Disability Insurance
- Flexible Spending Accounts

**Position Overview:**

We have an opening for an experienced Accounts Payable Representative reporting to the Accounts Payable Manager based out of our Conshohocken location. The Accounts Payable Representative's duties include but are not limited to processing vendor invoices for the Company's purchases, researching and resolving vendor discrepancies (through contact with individual vendors, Rumsey sales personnel and Rumsey's purchasing department) and preparing and processing weekly payments to vendors. Additionally, this position will be responsible for supporting the Accounts Payable Manager with day to day departmental duties.

**Essential Functions:**

The essential functions are the tasks, duties and responsibilities that are critical to the job; the employee must be able to perform the essential functions with or without reasonable accommodation.

- Support Accounts Payable Manager with the overall operation of the department and assume responsibilities in the absence of the Accounts Payable Manager.
- Provide performance feedback on employees for performance evaluations and counseling sessions.
- Work closely with the Accounts Payable Manager to continually improve and streamline processes to enhance departmental efficiency.
- Post invoices to business system.
- Match invoices to receiving documents.
- Scan documents.
- File vendor invoices and other vendor related items.
- Match invoices in preparation for check runs.
- Reconcile Check Register.
- Manage assigned vendor statements, research vendor discrepancies and phone calls

**Required Knowledge, Skills & Experience:**

- Associates Degree in Accounting or related field, or commensurate experience.
- Ability to work in a team-oriented, collaborative environment.
- Ability to work with limited supervision.
- Ability to work well under pressure.
- Detail oriented.
- Strong oral and written communication skills.
- Strong problem solving skills.
- Proficient with Microsoft Office products (Word, Excel, etc.)

**Desired Knowledge, Skills & Experience:**

- One year of general accounting experience.
- One year of leadership and decision-making experience.
- Working knowledge of Eclipse business system software.
- Knowledge of Data Warehousing/SharePoint.

If you meet the criteria outlined above, we encourage you to apply. To apply online, please visit our website at <http://www.rumsey.com/page/careers> to complete our employment application.

Rumsey Electric Company is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status, or any other legally recognized status entitled to protection under the applicable federal, state, or local laws.