



Accounts Payable Coordinator Job Description

Company Description

Located in Dekalb, IL Wehrli Custom Fabrication is a small but rapidly growing family owned and operated company specializing in the manufacture of high-performance diesel truck components and custom metal fabrication. Our continuing growth provides a special opportunity for the right person who wants to build professional expertise with a developing company. At WCFab we are a team playing group of individuals that take great pride in our reputation for providing the highest quality fabricated parts MADE IN THE USA.

In addition to our metal fabrication, we have a top-of-the-line CNC Machining Department, Powder Coating Services, and Installation division which handles the install of our product as well as general maintenance and repair on light duty diesel trucks. To aid in the expansion of our product line and manufacturing capabilities, we have relocated (still in DeKalb) to a newly constructed state of the art, climate controlled, 112,000 sq ft facility as of January 2022.

Position Summary

This position is a part of the administrative and operations team. In addition to being the face of the company to vendors, this role will provide back-up for answering phones and greeting customers. This person will demonstrate a pleasant and welcoming interaction whether in person or on the phone. Additionally, there will be light administrative support for the company, along with being a primary resource for Accounts Payable functions. This role will report directly to the Office Manager.

Key Roles and Responsibilities

- Record all bills and expenses, and process approved payments
- Assist with bank deposits and wire transfer when requested
- Perform general office duties, such as maintaining various records, logs, and accounts payable
- Back-up for accounts receivable functions and administrative assistant
- Interface with Shipping and Inventory Departments to coordinate and track the purchasing process and maintain vendor relationships
- Assimilate product knowledge and assist with inventory maintenance
- Special projects assigned by Manager

The information in this position description is intended to convey information about the key responsibilities and requirements of the position. It is not an exhaustive list of the skills, efforts, duties, responsibilities or working conditions associated with the opportunity. Responsibilities are subject to change.



Qualifications

- High School Diploma or GED
- Two years administrative experience
- Proven attention to detail
- Exceptional organizational and time management skills
- Strong computer agility
- NetSuite or other inventory software experience a plus
- Good communication skills

Job Type: Full time, M-F

Pay Scale: Hourly, Based on experience

Benefits: 401K with Match, Profit Sharing, Paid Vacation, Paid Holiday, Paid Personal Days, Health/Dental/Life Insurance with Employee Coverage

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