

Moog

Moog designs and manufactures high-end technical components on a global scale. The work we do matters, as does every single person who works with us.

Accounts Payable Analyst - Blacksburg, VA

Do you:

- Enjoy being a part of a team?
- Want to develop your skills and achieve success?
- Value working with people who trust and respect you?

We are looking for a methodical, highly organized, and motivated team member, who will be working with both internal and external suppliers and customers to resolve discrepancies between invoices and receipts for payment. In this position, you will need to exercise significant discretion and independent judgment in identifying, analyzing, and formulating a solution to complex issues and discrepancies associated with paying for purchased projects from internal and external vendors and suppliers. As the Accounts Payable Analyst you will process company invoices in an accurate and timely fashion, monitor and analyzes open receipt logs, monitor supplier credit balances to ensure resolution is obtained on the company's behalf, and meet all month end reporting requirements.

You will need:

- A two-year degree in a business related field or combination of college level coursework and at least 5 years' experience in comparable employment.
- Strong problem solving/analytical abilities along with significant working knowledge of company policies to resolve invoice-related issues.
- Very strong data entry skills with focus on speed as well as accuracy
- Ability to effectively communicate and negotiate with company suppliers as well as internal personnel to resolve various accounts payable matters.
- To be highly attentive to details and have the ability to adhere to schedules and meet deadlines with limited supervision
- Knowledge of accounting principles, practices and procedures.
- Knowledge of Sarbanes Oxley rules and regulations.
- Strong computer skills including Microsoft Office.
- Knowledge of, or ability to learn, computerized accounting systems; Baan/LN experience a plus.
- Ability to learn quickly and be versatile.
- A strong work ethic.

Applicants can review this position at www.moog.jobs. If anyone has questions please contact Christina Wilson at CWilson@moog.com.

U.S. citizen or permanent resident status is required.
EOE/ AA Minority / Female / Disability / Veteran