

GPA is the market leader in substrate solutions for offset, digital and wide format printing, with a comprehensive offering of pressure sensitive papers, films, laser labels, eco-friendly substrates, digital and specialty papers, and more. Our foundation is built on consistently delivering a wide variety of superior products at a great value. It is our continued focus on developing innovative solutions to our customers and their business, combined with the commitment to provide the best products in the marketplace that has positioned us as the industry leader.

GPA is currently seeking a Accounting Clerk located in our McCook, IL Headquarters.

This person will complete billing of customer invoices on a daily basis, timely processing of invoices, answer questions, and resolve problems concerning vendor payables. They will assist in facilitating the month end closing process, through journal entries and account reconciliations.

**Position Responsibilities:**

- Using the Billing Workspace, confirm shipping, freight, and special notes for all orders ready to be invoiced.
- Communicate with shipping and customer service departments to research and billing questions.
- Process customer invoices, including mailing any invoices not sent electronically.
- Review vendor invoices for mathematical accuracy, match to corresponding receiver and purchase order. Review Freight invoices for corresponding orders.
- Correct any errors found during review of report prior to posting to the general ledger.
- Prepare Preliminary Check Report for weekly check/ACH run.
- Prepare checks and pull voucher packets to be paid; Post check run to general ledger.
- File "paid" voucher packets in the appropriate file on a weekly basis.
- Request Certificates of Insurance from Insurance Broker.
- Set up files for each vendor annually.
- Process FedEx LTL and FedEx ground invoices using the voucher import program weekly and ensure final days of the month are reported in that month for closing purposes.
- Update Parent and Group Companies log with invoice and voucher detail
- Assist with any additional tasks that support the month-end closing process; including but not limited to preparing and entering journal entries into the General Ledger, preparing month end accruals for various vendors, and processing monthly General Ledger reconciliations by account.
- Prepare and enter the Stock in Transit journal entry for month end closing
- Using communication from the Parent and Group Companies, match the invoices due for payment each month to the Financial Current Account. Send payment confirmation letters to each company in response
- Assist with monthly sales tax filings by entering use tax data using AVALARA software.
- Reconcile the Prepaid Expense schedule and prepare the monthly journal entry.
- Prepare the AMEX Corporate Cards journal entry and enter AMEX vendor payments in cash flow
- Process Concur transactions, uploading to ERP system in timely manner for month-end close
- Preparation of monthly account reconciliations for review and supervision of general ledger for accuracy and matching.
- Provide support for departmental projects as assigned and respond to inquiries for other ad-hoc analysis as required.
- Prepare schedules and/or reports as required for various audits.
- Provide additional backup to the Accounts Payable function as needed to fulfill deadlines.
- Support regulatory compliance of the department by participating in planned audits of processes, maintaining files and documentation of procedures, and monitoring activities as needed



Position Requirements:

- 1-3 years of previous accounting experience, required
- Bachelor's Degree in Accounting preferred or Associate Degree and comparable experience required.
- Strong problem-solving skills, attention to detail, organizational, and documentation skills.
- Proficient in standard month-end close processes.
- Knowledge of accounting principles, policies and practices, including Generally Accepted Accounting Principles (GAAP).
- Knowledge of auditing, and financial reporting required.
- Intermediate Microsoft Excel skills as well as, strong proficiency in Microsoft Word, and Outlook required.
- Experience with ERP Software is a plus.
- Excellent verbal and written communication skills.
- Ability to work independently, in teams and cross functionally throughout all levels of the organization.
- Goal setting and prioritization skills are ideal.
- Excellent Customer Service skills to internal and external customers

Resumes can be submitted by email to [join@gpa-innovates.com](mailto:join@gpa-innovates.com) or by fax to (773) 847-2782. No phone calls please.

All post-offer candidates will be subject to the successful completion of a pre-employment background check and drug screen before they can begin employment.

GPA offers a competitive compensation package, medical, dental, 401(k), paid time off, and much more. Relocation is not available for this position.

GPA is an Equal Opportunity Employer and participates in E-Verify.

Voted Best Workplace in the Americas Winner for 10+ years by the Printing Industries of America.