

**JOB TITLE: ACCOUNTS PAYABLE ASSOCIATE- TORRINGTON**

**Pay: \$18-\$24/hour, depending on experience**

O&G Industries, Inc. seeks an **Accounts Payable Associate** to join our team in Torrington, CT.

**Responsibilities:**

- Ensure all invoices and payments are processed in a timely and accurate manner, maximizing discounts earned
- Request, review, and verify documentation for all payments to enable payment authorization
- Ensure all filing is properly organized and kept up to date
- Verify vendor accounts by reconciling monthly statements and related transactions
- Monitor proper application and recording of sales and use tax where possible

**Qualifications:**

- 1-3 years of experience in accounts payable or general accounting
- Prior experience with accounting software, particularly JD Edwards
- Demonstrated proficiency in Excel (data entry, sort, filter, export, etc.)

**We also look for candidates with:**

- Strong attention to detail and accuracy
- Sense of urgency
- Ability to work effectively in a fast paced and changing environment
- Demonstrated exemplary customer service skills

To access different languages for the application process, click START YOUR APPLICATION. Find the drop-down box in the right-hand corner and navigate between English, Spanish, French and Italian.

O&G Industries is an Equal Employment Opportunity/Affirmative Action Employer that recruits qualified applicants and advances in employment without regard to race, color, religion, age, gender, gender identity, gender expression, sexual orientation, ethnic or national origin, genetic information, disability, marital status, veteran status or any other status protected by applicable federal, state, or local laws. O&G Industries also prohibits harassment and/or retaliation of applicants and employees based on any of these protected categories.

We are committed to hiring a diverse workforce and sustaining an inclusive culture.

Women and Veterans of the US Armed Services are encouraged to apply.

We are an E-Verify Participating Employer.