
JOB DESCRIPTION

Job Title: Accounts Payable - Temp
Duration: Indefinite
Hourly Rate: \$15.00
Location: Farmington Hills, MI

Summary

Our client is Autoneum. They are a global technology leader in acoustic and thermal management solutions for motor vehicles. The company is a partner for the major light vehicle and heavy truck manufactures around the world. Autoneum provides innovative and cost effective solutions for noise reduction and thermal management to increase vehicle comfort and value.

Objective

The position is part-time; working approximately 3 days per week (20-25 hours) in our Accounting department.

Essential Duties and Responsibilities

- Stamp and sort mail
- Scan invoices
- Maintain accurate filing system
- Other duties as assigned

Education/Experience

- High School Diploma
- Experience using Micro Soft Word and Excel
- Advanced spreadsheet skills and data base knowledge is preferred
- SAP experience is beneficial
- Must be assertive and have an extreme sense of urgency
- Able to work in a fast paced environment

There are no benefits associated with this part-time position.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The primary purpose of this job description is to summarize the key/essential duties. Other duties may be assigned.