



The Röchling Group has been shaping industry. Worldwide. For more than 200 years. We transform the lives of people every day with our customized plastics: they reduce the weight of cars, make medication packaging more secure and improve industrial applications. Our workforce of 11,737 people is located in the places where our customers are – in 92 locations in 25 countries.

Röchling Medical is a preferred supplier and development partner to leading pharmaceutical, biotech and medical technology companies worldwide. At six locations in Germany, USA and China, we develop and manufacture tailor-made pharmaceutical packaging and administration solutions, consumables for medical diagnostics as well as sophisticated components and assemblies for medical devices under clean room conditions.

Since its founding in 1997, Röchling Medical Lancaster has focused on establishing itself as a vertically integrated contract manufacturer for the medical device industry. By integrating metal and plastic processing technologies in a state-of-the-art production environment, Röchling Medical Lancaster is able to make its customers' supply chains more efficient and produce medical devices in a cost-optimized manner.

**Röchling Medical Lancaster, a contract manufacturer of medical devices, is growing and looking to add an AR/AP Coordinator to our staff.**

**In the Medical division, you will work with our customers to make pioneering contributions to disease prevention and health restoration worldwide. We offer a wide selection of custom-tailored components through to complete systems. Here we take the product to manufacturing. Check out a quick video of our facility and some of the work done here.**

**<https://youtu.be/seRnkLPeYLo>**

## SUMMARY

**Maintain records for accounts payable, reconcile cash accounts, and make various general ledger journal entries. Maintain Account Payable descriptions. Monitor accounts receivable to ensure the prompt collection of monies owed, investigate and solve problems associated with overdue accounts. Maintain all records pertinent to completing payroll on a weekly and monthly basis. Responsible to generate reports and checks on a timely basis.**

## AR/AP Coordinator

### Where we need you

#### SUMMARY

This position is responsible for maintaining records for accounts payable, reconciling cash accounts, as well as making various general ledger journal entries. You will also

maintain accounts payable descriptions; monitor accounts receivable to ensure the prompt collection of monies owed, investigate and solve problems associated with overdue accounts; maintain all records pertinent to completing payroll on a weekly and monthly basis and will be responsible for generating reports and checks on a timely basis.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Accounts Payable

- Matches All Invoices to online purchase orders, notes errors and follows up with the Purchasing Department or makes corrections
- Enters all invoices into AP system
- Files Open Invoices
- Select Invoice for Payment
- Generate Checks on a weekly basis
- Enter all manual checks
- Match checks to unpaid invoices, attaches the check stub, and files in paid folders by vendor.
- Mail Checks
- Monitors unpaid outstanding invoices
- Monitors all automatic ACH bank withdrawals.
- Post AP into General Ledger

### Accounts Receivable

- Monitor and follow up with customers on all unpaid past due invoices.
- Handle all miscellaneous cash entries
- Review automatic ACH bank deposits
- AR Statement Processing and Distribution

### Daily Cash Follow

- Monitor the On-Line banking system and record account balances
- Monitor Transfers to avoid using the line of credit

### Miscellaneous

- Assist with bank reconciliation
- Addition/Maintenance of all General Ledger Accounts updating appropriate groups
- Generate special reports in Business Central
- Maintain petty cash
- Make end of period entries as needed
- Assist with generating Quarterly and Annual PIP Figures
- Adhere to all Company policies, rules, procedures and housekeeping standards.
- Follows the official policy for Good Manufacturing Practices as required in the Medical Device Amendments to the Federal Food, Drug and Cosmetic Act.
- Provides feedback and pro-active communication to supervisor, management, and co-workers to ensure efficient and effective operations. Contributes input to management based on knowledge of processes toward process and product improvement efforts of the company.
- Provide other department and manufacturing support as requested by immediate supervisor.
- Actively participates in the OpEx efforts of the Company.
- Overtime is REQUIRED during month, quarter and year end. This position averages 5 hours over-time per week.

Other duties may be assigned.

## How to convince us

### EDUCATION and/or EXPERIENCE

- Associate's degree or two years related working experience and/or training; or equivalent combination of education and experience
- Prior knowledge of Microsoft Dynamics Business Central is a PLUS
- Experience with Accounts Payable, Accounts Receivable and bookkeeping
- General knowledge of personal computers and software including Microsoft Excel and Microsoft Word

## What we offer

Job Type: Full-time

Expected hours: 40 per week

### Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Tuition reimbursement
- Vision insurance

In the Röchling Group you'll be shaping industry. Worldwide. Together, we are changing everyday lives – by making cars lighter, making drug packaging safer and enhancing industrial applications, with 11,000 employees in 25 countries.

EOE/M/F/Vet/Disability