

Accounts Payable Clerk

Description

COMPANY OVERVIEW:

CREO Industrial Arts is a custom fabricator that has been producing high-end architectural products for over 40 years. We execute the vision of the world's finest architects, experiential graphics designers, landscape architects, and exhibit designers, producing extremely high fit and finish custom products for a wide variety of venues.

From the smallest, most detailed piece to large, multi-story structures, CREO does it all. Every project is different, but what they all have in common is the sophistication of the design and the industry's highest standard of quality.

Job Summary:

The Accounts Payable Clerk is responsible for processing vendor invoices, maintaining accurate financial records, supporting purchasing and project teams, and ensuring timely payments to suppliers and subcontractors. The ideal candidate will thrive in a manufacturing setting, possess strong attention to detail, and be comfortable managing high-volume invoice processing while supporting operational efficiency.

Responsibilities

Essential Duties and Responsibilities:

- Process vendor invoices accurately and in a timely manner
- Perform three-way matching of purchase orders, receiving documents, and invoices
- Review invoices for proper approvals, coding, pricing, and tax accuracy
- Prepare and process weekly check runs, ACH payments, and wire transfers
- Reconcile vendor statements and resolve invoice discrepancies with vendors and internal departments
- Maintain organized and accurate AP files and records
- Communicate with vendors regarding payment status, billing issues, and account inquiries
- Assist with month-end closing activities related to accounts payable
- Monitor outstanding invoices and ensure payments are made according to company terms
- Enter and reconcile company credit card transactions and employee expense reports
- Support purchasing and project management teams with invoice tracking and job cost allocation
- Maintain vendor information including W-9s, insurance certificates, and payment terms
- Ensure compliance with company policies, accounting procedures, and internal controls
- Assist with audits and provide requested documentation as needed
- Perform other accounting and administrative duties as assigned

Hiring organization

Creo Industrial Arts LLC

Employment Type

Full-time

Job Location

8329 216th St. SE, 98072, Woodinville, WA, United States

Working Hours

Monday-Friday 8am to 4:30pm

Base Salary

\$ 24 - \$ 27

Date posted

June 8, 2026

- Other duties as assigned.

Qualifications

Qualifications:

- High school diploma or equivalent required; Associate degree in Accounting or related field preferred
- 2+ years of accounts payable or accounting support
- Knowledge of general accounting principles and accounts payable procedures
- Proficiency in Microsoft Office, especially Excel
- Experience with ERP or accounting software systems preferred
- Strong attention to detail and accuracy
- Excellent organizational, communication, and problem-solving skills
- Ability to prioritize tasks and meet deadlines in a fast-paced environment
- Ability to maintain confidentiality of financial information

Job Benefits

COMPANY SALARY/BENEFITS:

CREO offers a great career growth culture, competitive salary, holidays, vacation, comprehensive benefits including medical, dental, vision, life, AD&D, LTD coverage, and a 401(k) plan.

Contacts

If this position sounds like a perfect fit for you **Apply Today!**

CREO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.