



**Company:**

*For 25 years, Stran has been developing strategic solutions for our client partners by offering customized branded merchandise and creative marketing services to meet the individual needs of our corporate customers. Stran is an entrepreneurial organization and a Top 50 Distributor, placing us among the top 1% in our industry. We are recognized as a “Best Places to Work” by Counselor Magazine, the industries predominant trade journal. Stran’s corporate headquarters is in Quincy, MA and is accessible by T via the Red Line. For more information on the company, visit [www.stran.com](http://www.stran.com).*

**Position: Accounts Payable Clerk (Full Time)** Stran and Company, Inc. is currently seeking candidates to fill an Accounts Payable Clerk position. The Accounts Payable Clerk is an integral member of our team and is provided with significant responsibility and opportunity. This individual must have an entrepreneurial spirit, be willing to learn, and be able to work independently.

**Reporting:** This position will report to the Accounting Manager, David Browner.

**Essential Duties and Responsibilities in this role:**

- Enter new vendors and maintain existing vendor information.
- Reconcile and research accounts payable discrepancies as needed.
- Code vendor invoices according to procedure for payment.
- Assist in performing weekly tasks relating to the AP cycle.
- Assist in managing open order reports for sales rep.

**Desired Skill set:**

- 1 year experience working in accounting environment.
- Excellent communication skills, both written and verbal.
- Must be able to multitask with high attention to detail.
- Must have a positive attitude.
- Ability to work and meet deadlines with little supervision.
- Thrive in a fast-paced environment.
- Computer skills needed include-Microsoft Excel, Microsoft Office and Outlook.
- Trustworthy team player with strong ethical standards and moral compass!

**Benefits:**

- SIMPLE IRA with company match
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Flexible Spending Account
- Employee Assistance Program



- Life Insurance
- Long- and Short-Term Disability
- Personal Time Off
- Free Onsite Parking
- Gym onsite
- Cafeteria onsite

**Interested candidates should submit a resume and cover letter for consideration. Please email us at [careers@stran.com](mailto:careers@stran.com).**

Stran Promotional Solutions | Stran.com

2 Heritage Drive, Suite 600 | Quincy, MA. 02171

Job Type: Full-Time

Schedule: Monday to Friday onsite at company headquarters, 9:00AM-5:30PM

Pay: \$42000.00-\$45,000.00, depending on experience.

COVID-19 considerations:

All employees are required to wear a face mask in the office and on the premises. Rotating schedule so fewer people are in the office at the same time. Office cleaned nightly.

Appropriate signage in the building for COVID-19 precautions.