



Vicon Machinery

Where Superior Duct Work Begins.

Accounts Receivable/Payable Specialist

Location: Pevely, MO

About Vicon

Vicon Machinery manufactures precision sheet metal machinery used in HVAC duct fabrication. Our Pevely, MO location designs, engineers, and builds coil lines, rollformers, and other advanced systems that help shops streamline duct production.

Position Summary

The Accounts Receivable/Payable Specialist is responsible for managing daily financial transactions related to customer invoicing, collections, vendor payments, and expense processing. This role plays an important part in maintaining accurate financial records, ensuring timely payments, and supporting the Accounting team with reporting and reconciliation. The ideal candidate is detail-oriented, highly organized, and comfortable working with accounting software and cross-department collaboration.

Key Responsibilities

Accounts Receivable

- Prepare and send customer invoices accurately and on time.
- Record and apply customer payments in the accounting system.
- Monitor aging reports and follow up on overdue accounts.
- Communicate with customers to resolve billing questions or discrepancies.
- Support sales and administrative teams with customer account inquiries.

Accounts Payable

- Review and enter vendor invoices into the accounting system.
- Verify invoice accuracy against purchase orders and receipts.
- Process payments to vendors via check, ACH, or other methods.
- Reconcile vendor statements and resolve discrepancies.
- Track and maintain proper documentation for all payables.

Sales & Service
1801 Arctic Avenue
Bohemia, NY 11716
Phone: (631) 563-7234
Fax: (631) 563-7239

Sales, Manufacturing, & Service
(Coil Lines, Rollform, Duct Fabrication)
1180 Mason Circle N
Pevely, MO 63070
Phone: (636) 349-8999
Fax: (636) 326-2097

Sales, Manufacturing, & Service
(Plasma, Laser, Software)
10248 Mercer Pike
Meadville, PA 16335
Phone: (814) 333-2181
Fax: (814) 333-2353

General Accounting Support

- Assist with month-end closing by preparing reconciliations and reports.
- Maintain accurate and organized records for both receivables and payables.
- Work with other departments to ensure timely and accurate transaction flow.
- Support audits and compliance requirements as needed.
- Assist Accounting leadership with other finance-related projects.

Qualifications

- Previous experience in accounts receivable, accounts payable, or general accounting.
- Strong organizational skills and attention to detail.
- Familiarity with accounting software (Sage 100 experience preferred).
- Understanding of accounting principles.
- Proficiency in Microsoft Office Suite or Google Workspace (Excel required).
- Strong communication skills and ability to work with both vendors and customers.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.

What We Offer

- Competitive salary.
- Health insurance.
- Paid time off and holidays.
- 401(k) with company match.
- Opportunities for professional growth and development.

To Apply: Please send your Resume or Curriculum Vitae (CV) to info@spiral-helix.com

Vicon Machinery, LLC is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.

