



Custom Machines
Engineering Services
Information Systems
c3ingenuity.com

Accounts Payable Technician (New Position)

Full Time – Appleton, WI

We're careful with our numbers.

Every inch counts when we design our equipment. The same care is given when we're managing our financials.

We engineer and manufacture equipment for the foam and mattress industry.

If you've ordered a mattress online lately, when it was shipped to your door compressed, folded and rolled into a box, it was likely our equipment making that possible. We were born in the paper industry and have applied this experience to foam – it's **changing the game for us and our customers.**

Day in the Life of an Accounts Payable Technician

C³ has experienced tremendous growth over the past few years, and our trajectory continues to steadily climb. We're shipping more machines per week than ever before, and we added a 100,000 square foot building plus additional business units in the last year alone. All this growth means we've been working hard to fortify our business structure and clean up processes in every department. To bolster our Finance department, we're looking to add a dedicated Accounts Payable Technician to the team.

In this position, most of your day will involve entering invoices and coding them to the correct general ledger accounts. You'll also frequently interact with other departments like Purchasing and Shipping/Receiving, as well as our vendors. You'll be responsible for preparing and distributing financial reports to department heads. If problems arise, we'll need you to be proactive about finding a resolution (and knowing who to go to for help).

Our Finance team has big plans for the future, and they need someone who's excited about helping C³ grow and refine. We need an AP Technician with integrity who is open to

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learning new programs and isn't shy about suggesting process improvements. If you're someone who loves numbers and thrives on accuracy and organization, this position is for you.

What We're Looking For

Great Organization Skills

We're not just looking for someone who can stay organized – we need someone with ideas for how we can help us level up our processes.

Attention To Detail

Accuracy is everything in accounting. You'll be keeping track of lots of numbers – things like dates, dollars, and data – in a fast-paced environment using our ERP system. Attention to detail is vital.

Computer Literacy & Database Know-How

We'll need you to be well-versed in spreadsheets as well as willing and able to learn new systems for data entry and report generation.

Relevant Education

An Associate's degree or higher in business, economics, or a related field is required.

A Clear Communicator

You'll be in close contact with many other departments and we'll often need you to summarize key aspects of financial reports. The ability to do so clearly and concisely will be a critical asset.

A Team Player

Our success is thanks to our people working together to find the best solutions. You'll play a major role in supporting our finance team as well as the greater team at C³.

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Confidential Information of C³

Make it Past the Noise

We're excited to add this position to our team. We want to meet someone who is a natural number-muncher. A financial professional who wants to bring their talent and ideas to a career where they can make an impact and continue their passion.

If this is resonating with you, introduce yourself. Show us why you're a fit at C3. Resumes and cover letters are good, but we'd love if you'll also **send us part of your story in that cover letter to Human Resources at tiffanys@c3ingenuity.com.**

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