



Position: Accounting Associate (Full-time)

Date Posted: November 2018

Supervised By: Controller

Location: Holland, Michigan

Primary Duties & Responsibilities:

- Assist Controller in accounting functions as needed. Main focus will be in Accounts Payable but must possess a student mentality and show a willingness to grow within the company to take on more responsibility
- Strong Analytical Skills
- Strong Attention to Detail

Duties & Responsibilities:

- Maintain all A/P records, vendor master files and invoice filing
- Check invoices against POs and approve and book for payment
- Manage and process A/P payments, including vendor discounts
- Check statements for missing or outstanding invoices
- Generate information for 1099 preparation
- Maintain all required vendor documentation including W-9's and certificates of insurance for Sub-Contractors
- Manage and audit all aspects of Concur expense reporting system
- Promote and increase vendor participation in ACH payment acceptance
- Cost Center allocations
- Analysis of vendor deposits and unvouchered accounts payable

Qualifications:

- Bachelor degree in Accounting with 2 – 3 years accounting experience in higher volume accounts payable
- Cost Center accounting experience required
- Sales & Use Tax experience preferred
- Thorough general accounting knowledge required
- Advanced skills in MS Excel and Word
- Excellent written and oral communication skills
- Highly Organized
- Ability to work with multiple departments within the company at different locations