



Position: Accounting Associate (Full-time)

Date Posted: March 2019

Supervised By: Controller

Location: Holland, Michigan

Primary Role:

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.

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:

1. Bachelor degree in Accounting with 2 – 3 years accounting experience in higher volume accounts payable
2. Cost Center accounting experience required
3. Sales & Use Tax experience preferred
4. Thorough general accounting knowledge required
5. Advanced skills in MS Excel and Word
6. Excellent written and oral communication skills
7. Highly organized
8. Strong analytical skills
9. Strong attention to detail
10. Ability to work with multiple departments within the company at different locations