



9049 Tyler Blvd.  
Mentor, Ohio 44060  
Ph. (440) 974-8888  
www.buyersproducts.com

## Accounts Payable Specialist

Buyers Products company, a leading manufacturer in the work truck industry, is searching for a detail-oriented, motivated professional to join our Finance team as an Accounts Payable Specialist with a focus on processing vendor invoices. This role requires initiative and ability to work with various departments and company vendors to resolve discrepancies. In this role, you will need to work in a fast-paced environment and be familiar with a wide variety of the Accounts Payable concepts, practices, and procedures. The position reports directly to the Assistant Controller.

### Primary Job Duties:

- Comprehensive understanding of the Accounts Payable Process, 3-way Match
- Monitor the email inbox for accounts payable daily and address all inquiries
- Enter batches of invoices and reconciling the batch to the posting daily
- Ensure that all invoices are entered for payment accurately and in a timely manner
- Verify General Ledger coding on all non-purchase order invoices and ensure appropriate level of authorization is obtained on invoice prior to entry
- Research purchase order discrepancies in units, price, and payment terms.
- Reconcile vendor statements received to the AP Aging in the ERP system
- Maintain the Vendor Master module within the ERP system for address changes, 1099 tax status and bank account information
- Review the annual 1099 tax forms generated by the ERP system
- Monthly review & reconciliation of the A/P Aging Report to the general ledger
- Other duties and responsibilities as assigned to support the Finance Department

### Skills/ Experience:

- 2+ years of experience in Accounts Payable in a high volume fast paced setting
- Knowledge and familiarity with ERP system
- Proficient in Microsoft Excel and other Office 365 products
- Strong attention to detail with dedication to accuracy
- Ability to prioritize and meet deadlines
- Associate degree in accounting or related field

### Physical Requirements and Work Environment:

- Mobility and dexterity to move around office setting including accessing file cabinets or storage and navigating to different workstations.
- Must be able to remain stationary for extended periods of time and engage in some repetitive motion.
- Standing, walking and sitting for extended periods of time.



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#### **Education Background:**

- A Bachelor's degree or Associate degree in Accounting or related field experience required

#### **About Buyers Products Company**

Established in 1946, Buyers Products Company has grown to become a leading manufacturer in the work truck industry. Buyers Products specializes in durable truck boxes, heavy duty towing equipment, hydraulics, controls, and all-season trailer accessories. The Buyers line of snow and ice equipment includes SnowDogg® snowplows, SaltDogg® spreaders, and ScoopDogg snow pushers. For more information, or to apply to this position, please visit [www.buyersproducts.com](http://www.buyersproducts.com).