

# NATIONAL LUMBER

## ACCOUNTS PAYABLE SPECIALIST

**NATIONAL LUMBER CO** ([www.nationallumber.biz](http://www.nationallumber.biz)) is a 5<sup>th</sup> generation family owned and operated premier building material supplier located in Baltimore, MD.

We have an immediate need for a detail-oriented and proficient professional to oversee accounts payable.

### Accounts Payable Job Tasks / Responsibilities:

- Ensure that accounts payable are paid in timely manner (ensuring that all reasonable discounts are taken)
- Review and verify invoices and check requests
- Sort, code and match invoices
- Set invoices up for payment
- Enter and upload invoices into system
- Prepare and process electronic transfers and payments
- Prepare and perform check runs
- Post transactions to journals, ledgers and other records
- Reconcile accounts payable transactions and open invoices
- Monitor vendor statements to ensure payments are up to date
- Research and resolve invoice discrepancies and issues
- Correspond with vendors and respond to inquiries
- Communicate with various departments to assure required information is obtained
- Assist with contacting customers for payment
- Assist with bank and other account reconciliations

### Education / Experience:

- 2+ years of equivalent experience including knowledge of accounting principles including accounts payable, accounts receivable, cash reconciliation processes, data entry and management
- Knowledge of computer accounting software and Microsoft excel

### Key Competencies:

- attention to detail and accuracy
- confidentiality
- communication skills
- information management skills
- problem-solving skills
- ability to meet deadlines

Candidate to directly report to company controller and work with 2 A/P and credit personnel.  
Wage commensurate with experience.

