



BEST PLUMBING SPECIALTIES, INC.

Job Description Form

Division/Department	Accounting		
Location	Corporate Office		
Job Title	Accounts Payable		
Reports to	Stephanie Sekulski Lisa Estes	Title	Assistant Accounting Manager Accounting Manager

Level/Grade	Type of position:	Hours: 40 / week
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Contractor	
	<input type="checkbox"/> Intern	

GENERAL DESCRIPTION

Best Plumbing Specialties sells supplies and materials to maintenance professionals working in Commercial Real Estate, Correctional Facilities, Healthcare, Educational Facilities, Government – Military, Hospitality and Multi-family Housing. Currently, we process more than 10,000 transactions per month to these entities as well as make purchases from our hundreds of vendors. The accounting department under the accounting manager is an integral part of our continued prosperity.

The Lead Accounting Associate provides clerical support to the Accounting Department and the Accounting Manager(s) by maintaining account records, assists with training new employees, and performing other bookkeeping functions. This person will be the primarily responsible for Accounts Payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Primarily responsible for processing vendor invoices daily and issuing vendor payments weekly
- Perform timely follow-up for vendor credits due to Best
- Establish and maintain effective and cooperative working relationships with accounting associates and sales representatives.
- Research and resolve any vendor billing issues and any receiving issues that arise
- All additional Accounts Payable functions such as: reviewing vendor statements and requesting any missing documents, work with Purchasing to resolve any pricing discrepancies or verify questionable freight charges, and scan and import vendor invoices as needed.
- Perform other duties as assigned, including but not limited to, assisting with accounts receivable as needed

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MINIMUM REQUIREMENTS			
<ul style="list-style-type: none"> • High school diploma • Accounts Receivable and Accounts Payable knowledge/experience is a plus • Interpersonal and communication skills – the ability to maintain confidentiality and speak clearly and persuasively with others. • Dependability – the individual is consistently at work and on time, follows instructions, and responds to management direction. • Organizational skills – the individual possess strong attention to detail, is goal oriented and able to balance multiple projects and tasks. • Problem solving skills – the ability to identify and resolve problems in a timely manner. • Team Leader – the individual can work in a team environment and support others in the department as needed. • Must be proficient in basic math and strict attention to details. 			

Your signature below states that you have reviewed and understand all essential duties and responsibilities listed and believe them to be accurate and complete. You also agree to follow and adhere to your job description to the best of your ability. Best Plumbing Specialties, Inc. retains the right to change the job description as it deems necessary.

Signature

Date