



# Career Opportunity

## Accounts Payable Specialist/Accounting Assistant

### Essential functions:

- Review all invoices & expense reports for appropriate documentation and approval prior to payment
- Sort and distribute incoming mail
- Post transactions to journals, ledgers and other records
- Prioritize invoices according to cash discount potential and payment terms
- Process check requests
- Audit and process credit card bills
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- Process and track freight claims
- 1099 maintenance
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist Credit Manager by being backup for releasing credit hold orders
- Provide supporting documentation for audits
- Assist with other projects as needed

### Required Talents:

- High school diploma required, college courses in accounting preferred
- Must have strong work ethics
- Must be well organized and a self-starter
- Must be able to follow standard filing procedures
- Detail oriented, professional attitude, reliable
- Proficient in Excel and Word, 10-key by touch
- Ability to type 40-50 wpm
- Possess strong organizational and time management skills
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures
- Ability to communicate effectively verbally and in writing
- Ability to interact with employees, vendors and customers in a professional manner
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness

### Key Competencies Summarized:

- Organizing & prioritizing
- Attention to detail
- Confidentiality
- Judgment
- Communication skills
- Information management skills
- Problem solving skills
- Team work
- Ability to meet deadlines

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Submit resumes and cover letters to Dawn Kehrwald at: [dkehrwald@cfmequip.com](mailto:dkehrwald@cfmequip.com)

### About CFM Equipment Distributors, Inc:

We have been a leading distributor of HVAC and solar products for over 30 years. CFM Equipment Distributors employs innovative, creative individuals that are motivated to succeed. We offer great benefits including medical, dental, 401(k), education assistance, vacation/sick leave and paid holidays. We promote a friendly, cooperative, team environment. Do you want to be a part of a team that values your teamwork and excellence?