

# **Accounts Payable Specialist Position**

## **Job description**

PMC & Randall Brothers Inc., serves the Metro Atlanta and surrounding communities with building materials and specialty items. We are currently in growth mode in order to be the industry leader that is focused on growth while aligning with our customers in order to accommodate their future building materials needs throughout the Atlanta Market.

Due to this growth, we rely on a meticulous financial system to drive business forward. Our accounts payable department keeps that system running smoothly by managing cash flow, and paying vendors and suppliers. We are searching for a skilled Accounts Payable Specialist to join our Accounting Department to help process, track, and record payments in an accurate, efficient, and timely manner. The Accounts Payable Specialist will have both a day-to-day and ongoing impact on financial transactions, keeping us on track, on time, and on good terms with our valued partners.

## **Objectives of this Role**

- Support the company in optimizing our financial transactions and systems
- Strengthen and grow relationships with vendors and suppliers through timely payment
- Assist in streamlining and improving the accounts payable process
- Exercise integrity and confidentiality in financial reporting
- Comply with federal, state, and local financial requirements

## **Daily and Monthly Responsibilities**

- Receives, reviews, codes and processes vendor invoices
- Perform invoice and general ledger data entry
- Investigates and resolves problems associated with processing of invoices and purchase orders
- Verify that transactions comply with financial policies and procedures
- Maintain a large number of vendor accounts while staying in compliance with company policies and procedures
- Handles all vendor correspondence via phone or email
- Prepare and process check requests in timely fashion
- Prepares batch check runs
- Mailing checks to vendors
- Reconciles vendor statements
- Maintaining an accurate filing system for all financial documents
- Performs other duties as required to support accounting department
- Assist senior financial officers as needed

## Qualifications

- 2 years + accounts payable experience
- Understanding basic principles of finance, accounting, and bookkeeping
- Strong mathematical skills
- Superb time management and detail
- Proficiency with Microsoft Office Suite including MS Excel, Word & Outlook
- Completed Associate's degree from an accredited university in a related field. (Will consider related work experience in lieu of degree)
- 3-Way Matching Experience
- 10-Key by Touch
- Excellent written and verbal communication skills
- Strong organizational skills; must be detail oriented
- Ability to multi-task and meet deadlines
- Open to change and willing to learn new skills
- Proficient on follow-up of pending issues

## Additional Preferred Qualifications

- Experience in DMSI's Agility software
- Building supply industry experience

## Benefits Offered

- Medical, dental and vision
- Long-term and short-term disability
- Life and AD&D insurance
- Matching 401K
- Vacation and personal time

## Compensation

- Commensurate with experience

## Applying for the Position

- Complete an employment application online and submit with resume to the email address: [jobs@pmcbm.com](mailto:jobs@pmcbm.com), or send via postal mail to: PMC Building Materials, Attn: Human Resources, 2009 Dorsey Rd, Bldg-A, Marietta, GA 30066.
- Online link: [https://pmcbmonline.com/job\\_openings.html](https://pmcbmonline.com/job_openings.html)