



Job Title: Accounts Payable and Inventory Specialist
Department: Accounting and Purchasing
Reports to: Vice President and Accounting/HR Specialist
FLSA Status: Hourly
Salary: \$35-40K

Position Overview:

This position will work closely with Production and Sales to ensure raw materials are ordered, received and processed in a timely manner to prevent production delays. This position will also work closely with vendors to resolve PO discrepancies and any accounts payable open issues.

RESPONSIBILITIES:

- Reviews receiving log and confirms receipt of all invoices; requests invoices that have not been received.
- Monitors vendor returns and follows up on returns awaiting credits.
- Reconciles monthly vendor statements and responds to vendor inquiries.
- Identifies and reports short ships and discrepancies to vendor.
- Assists in following up on open purchase orders.
- Responsible for matching packing slips with invoices.
- Works closely with key associates to create a seamless and efficient purchasing and inventory control process.

- Works diligently to expedite materials where required by Stradis or its customers.

- Promptly communicates component shortages to key stakeholders and leadership along with a plan for action to resolve issues in the future.

- Actively seeks alternative suppliers/materials for critical/long lead items.

- Handles returned goods (RGA process) to suppliers and follow up on credits, where applicable.

- Works closely with Receiving and Q.A. on incoming shipments.

- Update vendor files and price changes

QUALIFICATIONS. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Must possess a high school diploma or equivalent. Experience with NetSuite (ERP) is a plus. One to two years' experience with accounts payable and purchasing.

LANGUAGE SKILLS: Must be able to read, write and speak English. Should possess excellent communications/interpersonal and organizational skills.

REASONING ABILITY: Requires the ability to make sensible determinations when making company related decisions. This position requires the ability to perform multitasking and risk assessments in a team environment that includes the ability to interface with all levels of management.

WORK ENVIRONMENT: This position is a front office desk position. Hours are Monday – Friday 8 am – 5 pm. Overtime as required.

If you are interested, please email your resume to:
mmueller@lakecountvil.gov