

## Accounts Payable Specialist

### Why Work At AES?

*"Associated Energy Systems prides itself in maintaining an upbeat environment. We work as a team and are excited about adding new members."*

Associated Energy Systems is a business to business wholesale distributor of home heating systems and outdoor products with over 40 years of providing quality with integrity and great customer service. As the industry's complete outdoor, home, hearth and fireplace furnishings supplier, we consistently provide the best products and services to our customers.

We have warehouses located in 5 states serving the Western United States. Our corporate office in Kent, WA is currently recruiting an experienced Accounts Payable Specialist to work under general supervision in a dynamic and fast paced small business environment. The primary responsibility of this position is to accurately and timely perform all AP functions. There would also be cross-training in our Accounting/Data Processing department. This could include but is not limited to billing, claims processing, mailings, data entry, general accounting, and some light phone duties. These functions are to be executed with a positive attitude and willingness to work with multiple AES departments, customers, and vendors to achieve the company's goals.

### What We Offer:

- Salary range \$25 to \$28 hour based on level of experience
- Complete benefits package including medical, dental, vision
- Company paid life and short term disability
- 401 K with company match
- Company paid holidays and vacation
- Strong growth potential
- Great work hours: Monday to Friday 8:00 am to 5:00 pm. Some extended hours based on work load.

### Qualification:

- High School Diploma or GED
- Minimum 2 years accounts payable or accounting experience
- Experience with inventory and freight is a plus
- Basic understanding of clerical and administrative procedures
- Excellent written and verbal communications skills
- Excellent organizational and time management skills
- Quick and accurate data entry
- Ability to solve problems as they arise
- Positive attitude when working with our vendors
- Be a team player and work well with others
- Excited to take on new tasks and cross train
- Proficient in Microsoft Office Suite, especially excel
- Ability to solve problems as they arise
- Must have the ability to work overtime if needed
- Experience working with multi-line phone system is a plus
- Prolonged periods of sitting at a desk working on a computer

- AES is a drug free workplace. Must be able to pass a drug screen

**Job Responsibilities:**

**Accounts Payable:**

- Process P.O. related invoices accurately and timely. This process will include the verification of costs, quantities and part numbers.
- Process miscellaneous invoices, reviewing and analyzing them for unusual activity or circumstances
- Process freight bills. Cross check and verify with shipping information
- Ensure all invoices are properly authorized for payment at the appropriate levels within the organization
- Assist in resolving vendor discrepancies and past due balances
- Process Spiff payments for various programs
- Responsible for timely reconciliation of vendor statements
- Respond to customer account inquiries
- Assist with processing COD payments

**Billings:**

- Billing – accurately invoice customers' orders, communicating with Inside Sales and Warehouse when needed.
- RMA Processing – accurately process customer returns, communicating with Inside Sales and Warehouse and customer as needed.
- Co-Op & Display Claims Processing – accurately process Co-Op Display claims, communicating with Inside Sales, Customer and Vendors as needed.
- Provide phone support as needed, answering multi-line phone system, directing incoming emails, faxes and mail to appropriate people.
- Assist will-call customers and corporate guests.
- Assist with mailings.
- Essential cross-training in all Data Processing functions.