



## **Sunbelt Marketing – Accounts Payable Associate**

We are seeking a dedicated and detail-oriented professional to join our team as an Accounts Payable Associate – someone who is eager to grow their career and become a long-term asset to our company. As one of the nation’s largest and most successful privately held distributors of plumbing, piping, and HVAC/R products, Sunbelt offers a fast-paced environment where adaptability and precision are key.

The ideal candidate will embody our five Core Values – Respect, Integrity, Generosity, Humility, and Honesty – and be responsible for the accurate daily processing of departmental records. Over time, they will develop a deep understanding of how these tasks support our broader processes and procedures. Success in this role requires strong discipline, flexibility, and a desire to build a meaningful, lasting career at Sunbelt.

### Responsibilities:

- Facilitate timely and accurate vendor payments by processing invoices
- Match invoices to purchase orders and receipts to ensure accuracy of payables
- Collaborate across departments to resolve discrepancies and ensure smooth workflows
- Analyze vendor statements and resolve account variances
- Reconcile accounting records and ledgers for monthly and daily transactions
- Manage payment records for both domestic and international transactions
- Understanding divisional expense structures and manufacturing-related accounting
- Support special projects and process improvements as needed

### Requirements:

- Bachelor’s degree in accounting, finance, or business (required)
- High level of professionalism, logic, and problem-solving ability
- Strong attention to detail and ability to maintain confidential records
- Excellent communication skills and a team-first mindset
- Reliable, accurate, and trustworthy work ethic
- Proficiency in Microsoft Office Suite; experience with accounting systems preferred
- Infor CloudSuite experience a plus

### Benefits:

- Comprehensive Benefit Package
- Employee-Owned Company (ESOP) + 401(k)
- Supportive and Inclusive Family-Oriented Culture
- Casual Work Environment with Onsite Gym & Golf Simulator
- Community Impact Days through Our “Sunshine Days” initiative

Compensation will be determined by the level of experience.