



We are hiring!

Sunbelt Marketing located in Austell, GA is always looking to expand our team with talented professionals who are ready to take their careers to the next level. As one of the largest and most successful privately held manufacturers' representatives, we distribute plumbing, piping and HVAC/R products to traditional wholesalers within our industry.

Currently, we are seeking an experienced **Accounts Payable Coordinator** to help us keep growing. If you are dedicated and ambitious, Sunbelt is an excellent place to grow your career.

Skills & Requirements:

- Process outgoing payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate reports detailing accounts payables status
- Understand expense accounts and cost centers
- Understands compliance issues around accounts payable processes (W-9, sales tax)

Qualifications:

- Bachelor's degree in accounting, finance, business administration or other related field preferred, but relevant experience will be given strong consideration.
- 3-5 years A/P experience required
- Demonstrated experience performing data entry tasks with exceptional attention to detail
- Strong knowledge of Excel or comparable spreadsheet software
- Customer service orientation and negotiation skills.
- Desire and ability to work independently within a team environment to accomplish daily goals

Outstanding Benefits, including:

- Health, Dental, Vision, Life & Disability
- PTO Leave
- ESOP / 401K Options

Pay will be determined by level of experience