



We are 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 distributors of plumbing, piping, and HVAC/R products in the United States, we are seeking a detail-oriented, forward-thinking individual to join our team as an **Accounts Payable Specialist** who embodies **our 5 Core Values – Respect, Integrity, Generosity, Humility and Honesty**. The ideal candidate will be tasked with compiling, processing, and maintaining departmental records. To succeed in this role, an individual must have an outstanding work ethic and a desire to build a long career with Sunbelt.

Responsibilities:

- Facilitate payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Aim to develop and build vendor relationships.
- Work cross-functionally within the company to ensure efficient, accurate and timely processing of POs, payments, and invoices including matching invoices to purchase orders and receipts.
- Understand expense accounts and cost centers; review and analyze statements.
- Assist with accounting records and ledgers by reconciling monthly statements and transactions; generate reports detailing accounts payables status.
- Maintain accurate records of payment transactions and related documentation.
- Understand compliance issues around accounts payable processes (W-9, sales tax).
- Complete special projects as assigned.

Requirements:

- Bachelor's degree in business, accounting or finance required.
- Certified Accounts Payable Professional (CAPP) certification preferred.
- Demonstrated high level of professionalism, sound judgement, critical thinking, and problem-solving skills.
- Must be able to maintain confidential and meticulous records.
- Strong accounting and internal auditing skills.
- Reliable and extremely trustworthy with evidence of a strong attention to accuracy.
- Personable with excellent oral and written communication skills.
- Proficiency in Microsoft Office Suite with the ability to learn accounting software systems.

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 Involvement Initiatives aka "Sunshine Days"

Compensation is determined by level of experience.