

Accounts Payable, Pittsburgh, PA

Distributor Service, Inc. is an industrial distributor wholesaler of decorative hardwood plywood, hardwood lumber, thermally fused melamine, particleboard, medium density fiberboard, high pressure laminate, wood finishes and stains, solid surfaces, and other professional woodworking supplies. These products are distributed to cabinetmakers, millwork casework wood shops, Institutional Case Goods, architectural designers, and other professional woodworkers. DSI has an excellent opportunity for an Accounts Payable professional and for someone who wishes to grow within a dynamic, and growing organization.

#### Responsibilities & Duties

Record and maintain all outgoing financial transactions

- Monitor all day-to-day Account Payable process
- Review Accounts Payable aging weekly
- Reconcile expense in accounting system monthly.
- Respond to vendor inquiries in a timely manner and build strong working relationships with them
- Maintain accurate vendor records, and facilitate payments, which may include verification of federal ID numbers, reviewing purchase orders and resolving discrepancies
- Maintain subcontractor and 1099 contracts and W-9s and issue 1099s at the end of the year
- Reconcile petty cash accounts, prepares miscellaneous reports and analyses, as requested by Senior Management
- Records entry of, verifies documentation for, and distributes petty cash
- Prepare, manage, and verify payment transactions (ACH, Credit Cards, paper checks, and international/domestic wires)
- Standardize procedures to improve efficiency and expedite workflow
- Prepare various year end schedules and operate as main POC for payable information for Annual Audit(s) and tax preparation
- Monthly vendor rebate calculations and submissions
- Review entered cash receipts daily based on aging and sales reports
- Performs other related duties as assigned.

Qualifications:

- High School diploma required
- Proficient in Accounting Software and Microsoft Suite or related software; include Microsoft Excel
- Need to become familiar with regulations relating to responsibilities including, but not limited to Sales and Use Tax, Federal Acquisitions Regulations, 1099 reporting and internal controls.
- Ability to maintain confidential and meticulous record
- Excellent verbal and written communication skills
- Must be reliable and extremely trustworthy
- Must have good attention to detail

Preferred Qualifications:

- Business or Accounting Degree
- Demonstrated goal-oriented and motivated

DSI Offers our Employees:

- Competitive Hourly Wage
- Excellent Medical, Dental, and Vision Benefits
- Flexible Spending Savings Account
- Life Insurance both basic and voluntary
- 401K with Safe Harbor Match