



**ACCOUNTS PAYABLE
SPECIALIST**
Burlington, WA

Skagit Farmers Supply, a local cooperative since 1934 based in Burlington, WA, serves farmers, homeowners, businesses, families and the communities in the Pacific Northwest. The company operates Agronomy, Propane, Refined Fuels, and Wholesale divisions as well as thirteen retail Country Store locations in Washington, Idaho and Montana. The company's brands focus on commitment to provide quality products and services to our customers and community partners. The company is seeking candidates for an Accounts Payable Specialist at its Main Office in Burlington, WA.

RESPONSIBILITIES & DUTIES

Ideal candidates will possess an extremely high level of attention to detail, initiative, discretion and independent judgment, with a can-do attitude and the ability to multi-task. One who can see things that need to be done and figure out a way to do them effectively and efficiently. Candidates should be flexible and detail oriented with a great attitude while ensuring excellent customer service at all times. Job responsibilities include (but are not limited to):

- Enter large volumes of invoices and payments with a high degree of accuracy
- Process accounts payable checks and EFT's daily for timely payment
- Perform accounts payable duties including coding and processing invoices in the general ledger
- Analyze and reconcile vendor accounts as needed
- Maintain confidentiality on all vendors and their payment history
- Maintain listing of untaxed items for company usage and provide listing to accountant at month end for Department of Revenue return
- Maintain listing of depreciable assets and provide listing to accountant at month end for asset management
- Ensure accounts payable is closed timely for month end financial reporting
- Assist staff and vendors with billing, coding and payment questions
- Provide excellent customer service while maintaining a professional demeanor
- Exhibit an ability to get along with others
- Practice punctual and reliable attendance
- Perform other duties as assigned

JOB REQUIREMENTS

- High school diploma (or equivalent), or any combination of education, training, or experience that provides the required knowledge, skills, and abilities with an emphasis on accurately calculating figures and amounts.
- Three years accounts payable experience
- Be proficient with Windows-based computer software, including (but not limited to) Microsoft Excel, Word and Outlook
- Accurately operate an adding machine utilizing 10-key skills (will be tested)
- Commitment to excellence and high standards especially in terms of providing outstanding service to vendors, staff, and customers
- Professional appearance and demeanor
- Proven track record of being dependable and reliable
- Ability to effectively communicate both verbally and in writing in a manner with co-workers and customers for safety purposes

- Lift, carry and load 30 pound weight requirements
- Strong organizational, multi-tasking, problem-solving, and analytical skills with an emphasis on calculating figures and amounts
- Possess a reliable personal vehicle, valid driver license and maintain a safe driving record

PREFERRED QUALIFICATIONS

- College degree in accounting, business administration or similar field of study
- Experience using Agvantage or Epicor software

HOURS / DAYS / SCHEDULE

This is a full time, 40 hours per week position. Monday through Friday, 8:00 a.m. – 5:00 p.m.

SALARY / WAGE / BENEFITS

A wage will be discussed during the interview process. In addition to generous employee discounts, the company offers paid time off, medical, dental and life & long term disability benefits to full time employees. Employees may also participate in the company's 401(k) plan after meeting eligibility requirements.

TO APPLY

Submit completed Applications for Employment to one of the following:

Mail: Skagit Farmers Supply
Human Resources
PO Box 266
Burlington, WA 98233

Fax: (360) 757-4143

Email: HR@skagitfarmers.com (reference "Accounts Payable Specialist" in subject field)

Applications for Employment may be obtained at any Skagit Farmers Supply location or at:
www.skagitfarmers.com/company/careers/.



www.skagitfarmers.com