

## Accounts Payable Coordinator

### Requirements

The ideal candidate shall have previous experience in Accounts Payable. College Degree Preferred. Experience with Sage Peachtree is a plus. Essential required skills include: proficiency in Microsoft Office Suite, strong computer systems abilities, superior people skills, time management, flexibility, decision making, problem solving, good verbal and written expression, excellent organizational & analytical skills, a strong attention to detail, ability to manage multiple projects simultaneously, ability to meet deadlines. Must pass a drug test and e-verify.

### Job Description

To provide competent handling of daily flow of payables, receivables, bank deposit receipts as well as other accounting support work. Accurately processes all vendor invoices ensuring proper approval prior to payment; Research and resolve any invoice discrepancies and issues; Reconciliation of supplier accounts; Compiles and maintains accounts payable files, reports, and records storage; Liaise with bookkeeper, suppliers and other departments as needed; Facilitate all related month-end and year-end functions; Posting deposit receipts; Adhere to all applicable Procedures; Other duties as assigned.

This is a full-time position in our Business Office

Hourly pay and benefits. Paid weekly.

Applications are available for download on our website: [Ooltewah Nursery.com](http://OoltewahNursery.com)

Please send resume and cover letter to: [sales@ooltewahnursery.com](mailto:sales@ooltewahnursery.com)

fax to: 423-238-6894

*Ooltewah Nursery & Landscape Co., Inc. a locally-owned, small business founded in 1989 by Wendell & Gina Whitener, life-long residents of Ooltewah, TN. Located on 16 acres on historic Main Street in the heart of Ooltewah. Our goal is to serve our community with excellence. ONLC is the region's only full-service garden center, and was named the "Southeast Region Winner" of both the 2013 and the 2014 Revolutionary 100" by Today's Garden Center magazine making it the top garden center in the Southeast twice and one of the top five in the nation.*