

Time for an exciting change? Do you like independence and the opportunity to work on your own? Do you want to work for an industry leader? Due to our tremendous growth, BE'S Refreshments, NE Wisconsin's premier refreshments company, is looking for a quality full-time Accounts Payable Admin.

As an Accounts Payable Admin you will:

- Completes payment and controls expenses by receiving, processing, verifying and reconciling invoices
- Prepare and enter vendor invoices into Quickbooks
- Pay vendors by monitoring discount opportunities, verifying federal ID numbers, scheduling and preparing checks and resolving purchase order, contract, invoice or payment discrepancies and documentation.
- Print checks, obtain signatures and prepare mail
- Ensures credit is received for outstanding memos
- General office work such as answering phones, greeting guests at the door, filing, faxing and other administrative tasks.
- Maintain vendor files
- Disburse and balance petty cash by recording entries and verifying documentation.
- Ability to work independently and with minimal supervision once trained
- Audit and process credit card bills
- Adhere to all money handling procedures and policies
- Independently motivated and a great communicator
- All other duties as assigned.

Career Essentials/Attributes:

- Ambitious
- Problem solving approach
- Professional attitude
- Great with new technology

Qualifications:

- High school diploma required
- 2-3 years experience with accounts payable or general accounting preferred but not required
- High degree of honesty and integrity
- Ability to work independently, exercise good judgement and take initiative with minimal direction and oversight
- Excellent verbal and written communication skills, attentive and timely in responses
- Good follow up and ability to juggle multiple tasks simultaneously
- Excellent attendance record

We are an equal opportunity employer, with a competitive benefit package in a drug free workplace.