



Do you thrive in an environment with challenging work? Do you like the idea of helping an endeavor reach its full potential? We're a growing sales and distributor company representing major HVAC equipment manufacturers. 200 employees + with office locations in Orange, San Diego and Hawaii. We offer an excellent competitive salary, a great family atmosphere, and flexibility in hours.

We're searching for an Accounts Payable Specialist. This position will be based at our company headquarters in Orange, California. The successful candidate will have at least 2-4 years of experience in Accounts Payable (including inventory and 3-way invoice matching). The ability to communicate well and work with sales staff is essential, as this position will interact daily with our sales team. We use NetSuite and prefer a candidate who has at least one year of NetSuite experience. Experience with a similar ERP system will be considered (not QuickBooks). This position will report to the Controller.

Accounts Payable Specialist is responsible for the following job duties:

- Process vendor bills, properly code AP transactions, and ensure 3-way matching on purchase orders.
- Review bills and requisitions for satisfactory payment approval prior to posting.
- Scan and attach bills electronically within NetSuite.
- Clarify any questionable bill items, prices or receiving documents.
- Perform weekly reconciliation between our accounts payable detail and vendor statements.
- Ensure all bills and credits are entered in a timely manner to meet early pay discount and month-end closing requirements.
- Respond to vendor inquiries.

Experience:

- Minimum 2 years' Accounts Payable knowledge and experience required.
- Must have excellent customer facing soft skills to interact with both internal customers and vendors.
- NetSuite experience a big plus.
- Experience in high volume, non-routine AP transactions.

Critical Skill Set:

- Strong attention to detail.
- Understand importance of self-audit and accuracy.
- Excellent customer service & problem-solving skills.
- Self-motivated and good time management skills.
- Proficient in Excel and Microsoft Word.

DMG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.

Yulia Spearman

yulia.spearman@dmghvac.com
DMG Corporation | HR Coordinator
Office: 562-692-1277 x 255