GF HEALTH PRODUCTS, INC.

Accounts Payable Specialist
Atlanta, Georgia (Northeast, close to the 285 and I-85 interchange)

Position Summary

Compiles and maintains accounts payable records by performing the following duties. To learn more about GF Health Products, Inc., visit our website at www.grahamfield.com

The Rewards:

- Fantastic, casual working environment
- Combination on-site and remote work experience
- On premises gym
- Friendly
- Comprehensive benefit package
- 401(k) with company match
- Competitive health, dental and vision insurance plans
- Paid Vacation, Holidays and Personal Days
- Paid Life Insurance, Employee Assistance Program and Short-Term Disability

General Accountabilities in this Role

- Corresponds with vendors and responds to inquiries.
- Reviews invoices and checks requests for coding and approvals.
- Sets up invoices for payments.
- Resolves invoice discrepancies.
- Pays invoices by checks, wires or ACHs.
- Prints reports and maintains all accounts payable files.
- Assists in monthly closings.
- Assists with special projects, as necessary.
- Maintains paid vendor files.
- Sorts mail and does other filing.
- Obtains approval for payment from appropriate department head and/or Controller on all invoices.
- Ensures that a *Check Request Form is* accompanied by an invoice.
- Ensures that all invoices have the proper general ledger code and signature
- Matches GRN and purchase order to invoices.
- Posts invoices daily into Syspro.
- Notifies planners and buyers of any changes from original purchase order
- Ensures that drop ship invoices are approved by buyer before processing.
- After processing the drop ship invoice, dispatches items on the sales order related to the purchase order. Adds freight billed to customer if necessary. Releases dispatches to invoice the customer.
- Updates the international wire payment Excel spreadsheet weekly and submits for approvals. Processes payments upon approvals.
- Runs a release schedule for AP invoices entered into the system.
- Selects vendors for processing checks and or ACHs.

- Processes checks and/or EFTs once the Controller approves the batch. Checks are printed and ACH files are sent to the bank.
- Matches check remittances and EFTs with invoices. Sends checks and EFTs to CEO for signature and approval.
- Continues self-development through formal education, seminars, certifications and technical training courses as may be requested. Keeps abreast of regulatory changes, industry guidelines and process improvements.
- Adheres to all Company policies and procedures and incorporates sound safety and housekeeping practices in day to day work environment.
- Performs other related duties as required.

Summary Job Requirements

- High School diploma or GED
- Excellent interpersonal/communication/problem solving skills(both written and verbal)
- Computer proficiency in Microsoft Office Word and Excel
- Strong independent work ethic and ability to multi task
- Must have experience in the processing and payment of invoices.
- Must have experience in wires, ACH's& EFT's

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To apply for this position please send a cover letter and resume to hr@grahamfield.com

All qualified applicants will receive consideration for employment without regard to race, color, gender identity or expression, age, religion, height, weight, AIDS/HIV status, intellectual disability, mental disability, physical disability, including but not limited to blindness, unless it is shown that such disability prevents performance of the work involved, medical condition, handicap, national origin, ancestry, sexual orientation, marital status, domestic partnership status, parental status, military status, veteran or military discharge status, political beliefs, organizational affiliations, source of income or housing status or any other status protected by applicable law. GF Health Products, Inc. is a drug free workplace.