

BRAUER SUPPLY COMPANY

Brauer Supply Company is an HVAC Distribution House founded in 1881. Now in our 5th generation of family guidance we are currently headquartered in midtown St. Louis, Missouri offering high quality products and exceptional customer service. We proudly serve the Midwest with 13 facility locations in three states to ensure our customers get what they need, when they need it.

EEOC Statement

Brauer Supply Company considers applicants for all positions without regard to race, color, sex religion, national origin, age, marital status, veteran status, the presence of a non job-related medical condition/handicap or any other legally protected status.

POSITION: Accounts Payable Specialist

LOCATION: St. Louis, MO Headquarters - St. Louis, MO 63110

JOB DESCRIPTION

The Accounts Payable Specialist is responsible for processing and maintaining the AP System; paying all vendors accurately and in a timely manner, as well as maintaining strong relationships with colleagues and vendors

GENERAL JOB DUTIES

(TO INCLUDE BUT ARE NOT LIMITED TO)

- Account coding and data entry; invoices, expense reports and check requests
- Process weekly check run and ACHs
- Handle inquiries dealing with invoices and accounts payable
- Handle a high volume of invoices
- Create and enter vendor information
- Effectively communicate and interact with purchasing managers, branch managers, warehouse leads and management on all AP related transactions
- Cross train with and fill in for other AP personnel
- Maintain filing of voucher copies
- Manage freight bills for purchase orders
- Fulfill duties as backup receptionist
- Perform other duties as assigned

JOB REQUIREMENTS

- High School degree required. 2-year degree in accounting or related preferred
- 2+ years of recent and relevant experience in accounts payable required
- Comfortable working closely with team members in a dynamic environment
- Excellent organizational skills and attention to detail with the ability to prioritize,

multi-task and manage time effectively

- Able to be flexible and work extra hours as needed

- Knowledge in the use of all office equipment and computers (Excel, Word, Outlook, etc..)

- Self motivated with a problem solving mindset
- Team player

BENEFITS

- Employer supplemented Health, Dental and Vision Insurance
- Employer provided life insurance, long-term disability & accidental death and dismemberment coverage
- Paid vacation, sick time and personal days
- Flex Benefits HSA account
- 401(k) with discretionary profit sharing
- Daytime hours Monday through Friday

Please send resumes to [Paul Merlotti@Brauersupply.com](mailto:Paul.Merlotti@Brauersupply.com)