

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 Clerk

LOCATION: St. Louis Headquarters; 1218 S. Vandeventer; St. Louis, MO 63110

JOB DESCRIPTION

The accounts payable clerk is responsible for processing and maintaining the accounts payable system. The AP clerk will pay all vendors accurately and in a timely manner as well as maintain strong relationships with colleagues and vendors

GENERAL JOB DUTIES

(TO INCLUDE BUT ARE NOT LIMITED TO)

- Perform inventory purchase order vouchering for all divisions
- Handle all inquiries regarding inventory related invoices and accounts payable
- Handle a high volume of invoices
- Setup and maintain vendors in the ERP system
- Request and monitor all statements from inventory vendors and accounts payable
- Effectively communicate and problem solve with vendors, product managers, branch managers, warehouse leads and management on all AP related transactions (including price and quantity variances, statement issues, etc..)
- Generate weekly check runs
- Cross train with and fill in for other AP Personnel
- Voucher non-PO invoices as necessary
- Maintain accurate filling of voucher copies
- 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 including purchase order vouchering in an ERP system preferred
- Comfortable working closely with team members in a dynamic environment
- Excellent organizational skills and attention to detail with the ability to prioritize, multi-task, problem solve and manage time effectively
- Able to be flexible and work extra hours as needed
- Knowledge in use of all office equipment and computer (Excel, Word, Outlook, etc..)

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 plan
- 401(k) with discretionary profit sharing
- Daytime hours Monday through Friday
- On the job training

Please send resumes to Paul.Merlotti@brauersupply.com and Jason.Truesdell@brauersupply.com