

ACCOUNTANT/ACCOUNTS PAYABLE SPECIALIST

ECSI is a full service communications contractor specializing in engineering, integration, and support for low voltage systems. We can install products by hundreds of manufacturers and have access to the latest and best product lines. Since 1997 ECSI has provided integrated technology solutions to organizations small and large across the Midwest. We are a proven industry leader having worked with regional organizations such as Allina Health and AMC Theatres to major multinational corporations including Delta Airlines and Mayo Health Systems. If you are driven, love what you do and hold yourself to a standard of excellence, we want to hear from you!

ROLE AND RESPONSIBILITIES

The accountant/accounts payable specialist is responsible for the payment of goods and services purchased by the organization. This role also serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed for the purchasing and payment of goods and services.

- Enters vendor invoices into accounting system through use of company issued purchase orders and subcontracts on a timely basis with high degree of accuracy.
- Processes periodic payments to vendors to ensure that all payments maximize discounts available and are made within terms and reconcile vendor statements.
- Creates digital image files for all invoices and properly routes invoices through the accounting system to obtain appropriate approvals of purchases made.
- Works with vendor contacts and our purchasing department to identify and resolve any disputed invoices or errors in billing.
- Understands sales tax rules and regulations for multiple states and jurisdictions and properly records the company's liability for sales and use tax.
- Reconcile, process company credit card transactions for multiple accounts.
- Update, verify and reconcile accounting journals and ledgers and other financial records.
- Perform filing and general administrative tasks.
- Serve as back up to other teammate's duties when requested.
- Enter inventory purchases, job requisitions and other adjustments into system.
- Works both independently and as a member of the accounting and finance team to meet department reporting goals and deadlines.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENT

- High school diploma or equivalent required
- Associate or vocational degree preferred.

- Ability to communicate professionally with internal and external customers both verbally and in written correspondence.
- Ability to manage multiple tasks and deadlines independently while maintaining a proactive and positive attitude and a high degree of accuracy.
- Proficiency in Microsoft Office Suite, especially Outlook and Excel.
- Strong analytical skills.
- High level attention to detail.
- Strong customer service skills.

PHYSICAL REQUIREMENTS

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, filing cabinets, photocopiers and fax machines.
- Employees are frequently required to sit, and occasionally required to kneel, reach, stoop, crouch or crawl.
- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary.
- This position may occasionally lift up to 10 pounds.

BENEFITS

Hunt/ECSI offers a competitive total compensation and benefits package, which includes 100% employer paid health insurance, dental insurance, vision insurance, basic life insurance, paid vacation, sick and holiday time, 401(k) Profit Sharing Plan with an employer match and participation in the Employee Stock Ownership Plan.

Apply online today at www.huntelec.com or contact Megan Tragiai at (651) 643-6628!

Hunt Electric Corporation and ECSI are Affirmative Action, Equal Opportunity Employer:
M/W/Vets/Disabilities