

## 70 Years of Building Value Into Building Products

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air--indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

**For our Zeeland, Michigan facility we are looking for an Accounts Payable Analyst.**

**The ideal candidate in this role will lead responsibility for payment of invoices for ODL USA, ODL Canada, WR and VDO including approvals, vendor terms, verification, and data entry into Oracle. Additional accounts payable responsibilities include wire transfers, exception reports, corporate credit card payments, month end accruals, 1099's and any other accounting duties assigned.**

**Essential Job Functions; To perform this job successfully, an individual must be able to perform the following:**

- Manage the full accounts payable cycle from receipt of invoices to payment; including coding invoices, matching purchase orders, obtaining approval, and entering the invoices into the accounting system.
- Ensure accurate and timely matching of all ODL and WR/VDO invoices in Oracle.
- Ensure accurate and timely matching of all china vendors' invoices in Oracle.
- Process all necessary WR/VDO vendor invoice data into Oracle A/P for posting. Ensure receiver and purchase order match on individual invoices. Acquire appropriate approvals for non-purchase order requests.
- Initiate calls to vendors and/or departments for clarification of invoice items, prices or details that contribute to a matching process failure.
- Coordinate wire transfers for ODL and WR/VDO vendors requiring such method of disbursement.
- Assemble WR/VDO weekly batch of matched invoices for payment. Separate and file paid and unpaid records and maintain fiscal year archives
- Maintain regular communication with VDO Purchasing and Accounting to resolve exceptions. Prepare weekly exception report each Friday. Escalate to supervisor when necessary.
- Process corporate card credit card payments
- Perform month end AP Module closing. Reconcile AP aging with GL liability by organization
- Work with Auditors as necessary and prepare required reconciliations.
- Prepare 1099's timely and accurately.
- Responsible for record keeping and organization of A/P invoices.
- Perform other Accounting duties, assignments and projects as necessary.

### **Candidate Requirements:**

- Minimum of Associates degree in a business course of study, Bachelor's degree in Accounting preferred.
- 3 or more years working in an Accounts Payable lead position within a manufacturing company
- Thorough understanding of general accounting
- Adherence to tight deadlines and quick turnaround for accounting deliverables
- Ability to effectively present information & respond to question from management, vendors and associates
- Experience using an ERP system; Oracle experience is desired
- Proficiency in Microsoft Office and Outlook software
- Strong organizational skills and the ability to develop and maintain an organized structure
- Ability to work collaboratively in a dynamic environment where adaptability is imperative
- Accurate with a strong attention to detail
- Excellent written and oral communication skills

Candidates for positions with ODL must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

ODL is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status.

ODL offers a solid track record of growth and expansion in a highly competitive industry as well as a complete benefits package including health/prescription options, dental insurance, vision insurance, short term disability, LTD option, basic life insurance, additional life insurance amounts available including spouse and dependent child coverage through payroll deduction, flexible spending accounts and 401(k) with a company match.

**Please apply via email to:** [human.resources@odl.com](mailto:human.resources@odl.com)

**For a complete listing of ODL Open Positions please visit** <http://www.odl.com/careers.htm>