

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 a **Senior Accounts Payable Specialist**

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. Lead various process improvement initiatives for the Accounts payable department. Prepare Journal entries and monitor accruals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and monitor accruals; ensure accurate and timely matching of all invoices in Oracle.
- Process all necessary 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.
- Coordinate wire transfers for vendors requiring such method of disbursement.
- Assemble weekly batch of matched invoices for payment.
- Maintain regular communication with Purchasing and Accounting to resolve exceptions.
- Process corporate card credit card payments and manage the payments of rents.
- Prepare accurate and timely A/P accrual each month for closing process.
- Perform month end AP Module closing. Reconcile AP aging with GL liability by organization.
- Assure back up training is current and relevant for vacation coverage and absences. Support the Jr. A/P personnel as back up for weekly check runs, month end closing processes and Oracle vendor maintenance.
- Work with Auditors as necessary and prepare required reconciliations.
- Experience with FICA, 1099's, W9's.
- Prepare 1099's timely and accurately, FATCA Reporting and AP related Tax reporting
- Responsible for record keeping and organization of A/P invoices as well as unmatched receipt analysis and resolution.
- Deliver monthly report of the key metrics in the A/P department.

CANDIDATE REQUIREMENTS:

- Bachelor's degree in Accounting required. Information systems knowledge desired.
- 3 or more years working in an Accounts Payable lead position with a manufacturing company.
- Understand of Generally Accepted Accounting Principles (GAAP)
- Experience using an ERP system; Oracle experience is desired.
- Proficiency in Microsoft Office and Outlook software along with excellent written/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

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