



## MB ACCOUNTING SPECIALIST

### Position Overview

The Accounting Specialist reports to the Accounting Manager; this position is a "floater," providing assistance to our Accounting department, including Accounts Payable/Accounts Receivable/Inventory.

### Key Responsibilities

#### Accounts Payable:

- File; Organize credit card receipts
- Schedule daily check runs
- Match invoices to Purchase Orders and Receivers
- Ability to research discrepancies/inform management of potential issues
- Assist in coding GL Accounts
- Pay vendors with credit card or via phone automation

#### Accounts Receivable:

- Process invoices both domestic and international
- Post Incoming Cash and Outgoing Wires
- Balance bank accounts daily
- Reconcile certain general ledger accounts (freight/commissions)
- Reconcile multiple bank accounts and credit card fee analysis
- Run monthly commission accruals/payments

#### Inventory:

- Assist with physical inventory
- Run Log Yard Overviews and format excel sheets accordingly
- Organize new Purchase Order folders/distribute to correct departments
- Assist purchasing
- Order supplies
- Enter Purchase Orders; Receive Purchase Orders in SAP
- Assist with Sales Entry; Enter sales orders in SAP
- Ability to work with internal sales reps/customers to fulfill their requirements

### Preferred Candidate Profile

- Accounting: 1 year (Required)
- Microsoft Excel: 1 year (Required)
- SAP: 1 year (Required)
- Microsoft Office: 1 year (Required) High School Diploma
- Good knowledge of general ledger and cost center coding
- ERP and Microsoft Office experience (Microsoft Excel a must)
- Good Communication Skills
- Ability to work across company departments - Multi-tasking abilities
- Strong attention to detail
- Problem solving skills

### M. BOHLKE CORP. SNAPSHOT

M. Bohlke Corp. is a world leader in architectural wood products.

We strive to provide our clients with the finest wood products that nature has to offer. Together, conscientiously and responsibly, we use one of earth's most beautiful resources to enrich the world around us.

Family owned and operated since 1966, we have led the veneer industry in many technological innovations. We are a dynamic, international company known for industry leadership, expertise and our hardworking team environment.

[mbvener.com](http://mbvener.com)

8375 N. Gilmore Road | Fairfield, OH





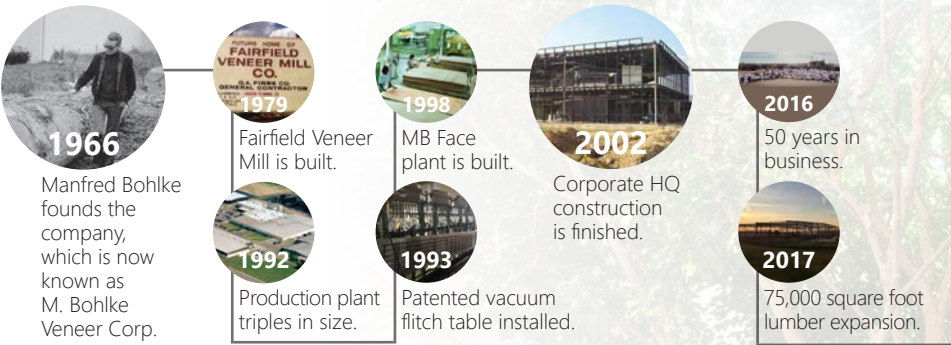


# ABOUT M. BOHLKE CORP.

## Our Culture

We feel that dedicated people are the key to our success. Through the efforts of our team, M. Bohlke Corp. has become a world leader in the wood industry. Over 50 of our 200+ employees have spent 25+ years with us! Our office is located in Fairfield, OH, just north of Cincinnati.

## Our History



## Benefits Overview

- Health and dental insurance.
- \$15,000 life insurance policy to the age of 65.
- Matching retirement contributions equal to 50% of the first 4% that an employee contributes, or 2%.
- A Perfect Attendance Bonus for hourly employees.
- Nine paid holidays.

## Environmental Responsibility

We have a strong commitment to the preservation and protection of the forests which supply our raw materials. We work with timberland owners to responsibly harvest trees in a selective manner.

Over the years, we have invested, developed and patented technology to produce the most out of veneer quality logs. From our knife grinder to our patented vacuum flitch beds, we have increased yields, allowing us to make the most out of our natural resource.



Proud member of:

Proud supporter of:



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