



# WE'RE HIRING SELF-STARTERS!!

**#1 IN PARTS AND SERVICE**

108 Hamilton Industrial Ct.

Wentzville, Missouri 63385

P: 636.379.1952

Fitness-Plus.net



If you are a motivated self-starter and want to work in a fast paced environment with people who care about each other and feel like family and opportunity to grow into new positions, then we are looking for you. Fitness Plus was recognized in the 2010 Inc500 list of fastest growing privately held companies, and is one of the fastest growing companies in Missouri. We need people who can work hard and are ready to grow with our quickly growing company.

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|----------------|--------------------------------|
| Job Title:     | <b>Senior Accounts Payable</b> |
| Department(s): | <b>Accounting</b>              |
| Pay Range:     | <b>\$13 to \$16 per hour</b>   |
| Report to:     | <b>President</b>               |

## Position Overview:

This is a full-time position responsible for accounts payable and limited purchasing functions. This person will work closely with the company president, warehouse manager, and purchasing.

## Personal Requirements:

- Minimum associate's degree in accounting.
- Minimum 3 years of accounting experience with a distribution or manufacturing company.
- Excellent attention to detail
- Ability to perform several tasks concurrently with ease and professionalism
- Works with confidential personnel matters, requires ability to keep matters confidential.
- Must be self sufficient and dependable and punctual
- Good communication skills
- Excellent organizational skills
- Must be a United States or legal resident
- Pass a background investigation consisting of:
  - ✓ Employment verification
  - ✓ Education verification
  - ✓ Social Security Status
  - ✓ Criminal background check

## Essential Job Functions:

- Handle accounts payable functions (check writing, entering invoices, etc.)
- Creation of reports as necessary for management review.
- Locate new vendors and better pricing.
- Match invoices to purchase orders and obtain authorizations in accordance with the company's policies

- Generate payment reports and review accounts payable detail aging reports
- Process weekly check runs
- File pending and paid invoice packages
- Respond to vendor payment inquiries and work with employees and purchasing dept. to resolve payment issues
- Post journal entries and analyze general ledger accounts.
- Coordinate and control the retention of the company's accounting and legal records, insuring that all information is safely stored and available on short notice.
- Performs other duties as assigned from time to time by senior management.
- Maintain petty cash drawer.
- Works closely with the warehouse and vendors to problem solve a variety of issues.

#### **Plusses:**

- Working Knowledge of Peachtree Accounting 2011
- Experience in a purchasing role.

#### **To apply for this position you can do one of the following:**

- Mail resume to: 108 Hamilton Industrial Ct., Wentzville, MO 63385
- Email resume to: [HR@Fitness-Plus.net](mailto:HR@Fitness-Plus.net)
- Fax resume to: 636.634.3699

*Please specify which position you are applying for as we may have several positions open at once.*

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| <p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties to meet the ongoing needs of the organization.</p> |
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