9049 Tyler Blvd.
Mentor, Ohio 44060
Ph. (440) 974-8888
www.buyersproducts.com

Accounts Payable Lead

Buyers Products Company, a leading manufacturer in the work truck industry, is seeking a detail-oriented and motivated **Accounts Payable Lead** to join our Finance team. This position supports Accounts Payable operations across multiple high-volume manufacturing and real estate entities and is responsible for managing automated invoice workflows, resolving payment exceptions, maintaining supplier records, processing disbursements, and performing account reconciliations. The ideal candidate will thrive in a fast-paced environment and possess strong analytical, organizational, and problem-solving skills.

Key Responsibilities

- Strong knowledge of 3-way matching and ability to process supplier invoices accurately and timely in accordance with company policies and procedures.
- Monitor and manage electronic invoice processing workflows utilizing OCR and automation applications, including reviewing data for accuracy and completeness.
- Investigate and resolve invoice exceptions generated through automated three-way match processes, including discrepancies related to pricing, quantities, receipts, coding, and payment terms.
- Assist in supporting a small team, including support with workloads, assisting with hiring efforts, and providing training and coaching.
- Assist and support the development, review, monitoring and follow-up of departmental metrics.
- Demonstrates adaptability and a continuous improvement mindset by embracing new technologies, automation solutions, and AI-enabled tools that increase efficiency, improve accuracy, and reduce manual processing within the Accounts Payable function.
- Monitor and manage accounts payable email inboxes and voicemails, responding promptly to supplier and internal inquiries.
- Verify general ledger coding and ensure appropriate approvals for non-purchase order invoices.
- Reconcile supplier statements and resolve outstanding items across multiple company entities.
- Reconcile Good Received, Not Invoice reports and resolve outstanding items.
- Maintain supplier master records, including address changes, tax classifications, and banking information.
- Process and manage weekly cash disbursements, including ACH transactions, wires and checks.
- Review supplier invoices for applicable use tax liability requirements.
- Assist with annual 1099 reporting and supplier tax compliance.
- Support Month End Processes, including reconciling AP and Accrual ledgers.
- Perform other duties and special projects as assigned to support the Finance Department.

Qualifications

- 5+ years of Accounts Payable experience, preferably in a high-volume manufacturing environment.
- Experience supporting Accounts Payable activities for high volume multiple entities preferred.
- Experience working with ERP systems and automated invoice processing applications.
- Proficiency in Microsoft Excel and Microsoft 365 applications.

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- Strong analytical, organizational, and problem-solving skills.
- Exceptional attention to detail and commitment to accuracy.
- Strong communication and interpersonal skills with the ability to work effectively across departments and with suppliers.
- Strong work ethic and sense of personal responsibility for work outcomes.

Education

- Associate's or Bachelor's degree in Accounting, Finance, Business, or equivalent work experience preferred.

About Buyers Products Company

Established in 1946, Buyers Products Company has grown to become a leading manufacturer in the work truck industry. Buyers Products specializes in durable truck boxes, heavy duty towing equipment, hydraulics, controls, and all-season trailer accessories. The Buyers line of snow and ice equipment includes SnowDogg® snowplows, SaltDogg® spreaders, and ScoopDogg snow pushers. For more information, or to apply to this position, please visit www.buyersproducts.com.