

Join Our Team as an Accounts Payable Assistant!

About Us: At Graf Investments, we're more than just a company—we're a community dedicated to exceeding expectations and improving lives since 1982. Guided by our Core Values of Great People, Great Business, Delivering Exceptional Customer Experience, and Having Fun, we've created an environment where every team member thrives.

Opportunity: Are you talented, organized, and ready to make a difference? We're looking for an Accounts Payable Assistant to join our accounting team. If you're someone who values teamwork, communication, and growth, this could be the perfect fit for you!

Job Summary: As our Accounts Payable Assistant, you'll play a key role in managing accounts payable and supporting various other accounting tasks. Your attention to detail, accuracy, and positive attitude will make a real difference in our day-to-day operations.

Duties/Responsibilities:

- Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Maintains accurate records of check registers.
- Be the friendly voice on the other end of the phone when answering calls.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues stop-payment as needed.
- Embrace new challenges with a can-do attitude.
- Bring your comprehensive computer skills and keen attention to detail to every task.

Knowledge, Skills, & Abilities:

- Handle busy days with ease and effectively prioritize tasks to meet deadlines.
- Communicate professionally and warmly with team members, vendors, and customers.
- Work independently or as part of a team, always bringing your positive energy.
- Approach every interaction with a smile and a willingness to help.
- Master computerized accounting systems and standard software applications.
- Problem-solve creatively and make informed decisions.
- Juggle multiple tasks with focus, accuracy, and attention to detail.
- Tackle complex issues with a blend of logic and empathy.

How to Apply: Ready to join our team? We can't wait to hear from you! Please submit your resume and references online and let's start this journey together.

At Graf Investments, every day is an opportunity to learn, grow, and have fun. Come be a part of something special!