



Accounts Payable Specialist

Location: Kent, WA

TransCold Distribution is the premier wholesale supplier and distributor of ice cream and frozen goods throughout Western Canada and the United States. Headquartered on Annacis Island, Delta, BC, we have 14 locations and 240+ employees. TransCold provides exclusive access to the most recognized and popular brands in the world with industry best product variety and customer service. We deliver to Major Grocery, Drug, Gas & Convenience, chain retailers and independent retailers across Western North American markets through Direct to Store Delivery (DSD), and Warehouse Fulfillment, and provide services for mobile vendors, corporate events and third-party logistics (3PL) customers.

We are seeking for a full time, Accounting Administrator to join our team in Kent, WA!

- Perform full cycle of Accounts Payable
- Post customer payments by recording cash, checks, and credit card transactions
- Prepare daily deposits to bank and investigate and resolve misapplied cash received from customers
- Responsible for bank runs – cash and checks deposit
- Prepares and sends billings/invoices as necessary
- Runs daily/weekly credit card transactions and close batch at the end of the day
- Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers.
- Collects overdue accounts according to established procedures
- Protects organization's value by keeping information confidential.
- Performs other tasks within the scope of the role as assigned.

Key Qualifications & Requirements

- 2+ years relevant work experience with processing full cycle accounts payable and general accounting
- Intermediate knowledge of Microsoft applications (Excel, Word, Outlook)
- Proficiency with accounting programs/software
- Strong accuracy and numeric typing speed
- Strong organizational skills and able to handle a variety of complex tasks
- Strong communication skills and capable of communicating effectively with all departments, customers, sales team, customer service team and the management team
- Detail-oriented and able to work well independently
- Team player and able to initiate corrective action in a positive manner
- Ability to focus on strict deadlines and competing priorities
- Willing to learn and be flexible
- Positive working attitude

Our Staff Enjoys the Following Benefits

- Competitive Wage
- Generous Health Benefits: Medical, Dental, and Vision coverage after 60 days of employment
- 401(k) Contribution – Employer Matching Program after 6 months of employment
- Disability and Life Insurance
- Paid Time Off and Holidays
- Career Advancement Opportunities
- Weekends Off

Interested?

To be considered for the above opportunity, please send an up-to-date resume through Indeed.

To learn more about us, please visit us at www.transcold.com