



ACCOUNTS PAYABLE VOUCHING CLERK

Retail Support Center - Burlington, WA

The Country Store serves farmers, homeowners, businesses, families and communities in Washington State, Coeur d'Alene, ID & Stevensville, MT. The company's main focuses are in farm & livestock supplies, hardware, lawn & garden centers, pet supplies and clothing. The goal in all divisions is to offer products and knowledge sought out by our customers with an emphasis on rural lifestyle, and to expand those goals into new market potentials.

The company is seeking candidates for an Accounts Payable Vouching Clerk position at its Retail Support Center in Burlington, WA. Candidates should be flexible and detail oriented with a great attitude while ensuring excellent customer service at all times. Ideal candidates are forward thinking and not afraid to go outside of the box, or those that have already established successful accounts payable vouching in a previous work environment. Qualified individuals will be organized and demonstrate a high degree of accuracy. The position will focus on coordinating the efforts of all staff to developing a highly effective supply chain focused on customer satisfaction and brand image.

JOB RESPONSIBILITIES

- Receive, verify, match and process invoices, credits and receiving documents
- Maintain updated vendor files as necessary
- Maintain a filing system for all financial documents
- Help maintain inventory files
- Work with buying and inventory staff to maintain proper pricing and product identification
- Answer phones and direct calls and respond to inquiries as required
- Maintain a safe and clean work environment at all times
- Exhibit an ability to get along with others
- Practice punctual and reliable attendance
- Provide excellent customer service to employees & outside vendors
- Perform other duties as assigned

JOB REQUIREMENTS

- High school diploma (or equivalent)
- One year experience working in accounts payable vouching or equivalent combination of experience and training that provides the required knowledge and skills
- Ability to effectively communicate both verbally and in writing with co-workers and customers
- Strong analytical and problem solving skills
- Solid forecasting, organizational and planning skills
- Commitment to excellence and high standards
- Strong organizational, multi-tasking, problem-solving, and analytical skills with an emphasis on calculating figures and amounts
- Demonstrate proficiency with Windows operating system and Microsoft Office
- Proven track record of being dependable and reliable
- Lift, carry and load 30 pounds (minimum) weight requirements
- Must pass background check and pre-employment drug screen as a condition of employment

PREFERRED QUALIFICATIONS

- Experience using DocuWare imaging archival software
- Product knowledge in one or more of the following areas: feed, seed, pet food & supplies, horse/equine, hardware, fencing, lawn & garden supplies, animal health, tack, clothing & footwear, or wild bird supplies.

HOURS / DAYS / WAGE / SCHEDULE

This is a full time hourly position, typically Monday – Friday, 8:00 to 5:00 p.m. Must be available to work evenings and/or weekends as needed.

SALARY / WAGE / BENEFITS

A wage will be discussed during the interview process. After meeting eligibility requirements, benefits include:

Medical Insurance - Dental Insurance
Life Insurance - Long-Term Disability Insurance
Vacation Pay - Sick Pay - Holiday Pay
401(k) Match - Employee Discounts
Dependent Tuition Reimbursement

TO APPLY

Download & submit an official Application for Employment to one of the following:

Mail: The Country Store
Human Resources
PO Box 266
Burlington, WA 98233

Email: HR@countrystore.net (reference “Accounts Payable Vouching Clerk” in subject field)

Applications for Employment may be obtained at any Country Store location or at: www.countrystore.net

