

BRAUER SUPPLY COMPANY

Brauer Supply Company is an HVAC Distribution House founded in 1881. Now in our 5th generation of family guidance we are currently headquartered in midtown St. Louis, Missouri offering high quality products and exceptional customer service. We proudly serve the Midwest with 13 facility locations in three states to ensure our customers get what they need, when they need it.

EEOC Statement

Brauer Supply Company considers applicants for all positions without regard to race, color, sex, religion, national origin, age, marital status, veteran status, the presence of a non job-related medical condition/handicap or any other legally protected status.

POSITION: Account Receivable/ Accounting Specialist

LOCATION: St. Louis, MO Headquarters - St. Louis, MO 63110

JOB DESCRIPTION

The Accounts Receivable/ Accounting Specialist is responsible for timely and accurately processing a variety of accounts receivable transactions, cash receipts, customer records, tax exemptions and general accounting items

GENERAL JOB DUTIES

(TO INCLUDE BUT ARE NOT LIMITED TO)

- Review daily physical invoices and take out the do not mails and electronically delivered invoices
- Enter/ process EDI invoices
- Deposit checks mailed directly to the corporate office via bank remote deposit process
- Order office supplies
- Reconcile the branch deposits to the branch drawer and general ledger each day
- Take branch deposits to the bank each day
- Populate credit inquiry forms
- Prepare lien waivers for approval and transmission to customers
- Call customers to request valid tax forms for tax exemptions
- Tax exemption forms - set up ship to accounts when valid tax forms are provided; maintain documentation of tax exemptions for customers and jobs
- Backup credit manager, assisting with collection calls as necessary
- Backup invoicing clerk
- Assist 'on account' customers with their processing of ACH and credit card payments
- Filing as necessary
- Effectively communicate and interact with customers, sales teams, branch managers and

management on all AR related transactions

- Perform other accounting duties as assigned, including journal entries
- Fulfill duties as backup receptionist

JOB REQUIREMENTS

- High School degree required. 2-year degree in accounting or related preferred
- 2+ years of recent and relevant experience in accounts receivable required
- Comfortable working closely with team members in a dynamic environment
- Excellent organizational skills and attention to detail with the ability to prioritize, multi-task and manage time effectively
- Able to be flexible and work extra hours as needed
- Knowledge in the use of all office equipment and computers (Excel, Word, Outlook, etc..)

- Self motivated with a problem solving mindset
- Team player

BENEFITS

- Employer supplemented Health, Dental and Vision Insurance
- Employer provided life insurance, long-term disability & accidental death and dismemberment coverage
- Paid vacation, sick time and personal days
- Flex Benefits HSA account
- 401(k) with discretionary profit sharing
- Daytime hours Monday through Friday

Please send resumes to [Paul Merlotti@Brauersupply.com](mailto:Paul.Merlotti@Brauersupply.com)