

*We are hiring!*

**Accounts Receivable/ Accounts Payable Specialist**

Do you love to be detail oriented and be involved in company collections? Do you have a degree in Accounting or Finance?

Madesmart® is looking for a Accounts Receivable/ Accounts Payable Specialist who is responsible for processing accounts receivable, accounts payable, invoicing our customers and general accounting functions.

Based in Saint Paul, you will join our team of designers, engineers, finance, and operations to develop and maintain close partnerships with major retails such as Bed Bath and Beyond, Target, Wal-Mart, and Lowe’s. As a costing analyst, you will partner very closely with the design, engineering and finance team to collaborate in finding the best cost for the product to help drive business growth. This is not your typical job! We are seeking someone to join our dynamic culture of exceptional problem solvers, creatives, and collaborators. We strive to create an environment where every day is challenging, fun, and rewarding. Visit our website at [www.madesmart.com](http://www.madesmart.com) to discover more about our team, culture, and mission.

**About Us:**

First and foremost, we are a housewares company focused on design. We started in 1990 with the original Junk Drawer Organizer. We continually strive to develop new, innovative solutions for home organization, while staying true to our four key values. style • function • quality • affordability

Today we offer over 1,000 household products, each beautifully designed to enhance everyday life.

At madesmart®, we believe that when you create a beautifully designed, useful product, it will make the act of getting organized enjoyable and fun. We believe that there is a peace of mind that comes along with knowing you will always find what you are looking for quickly and easily this is what we aim to provide.

**You will:**

* Accurately process daily accounts receivable cash receipt transactions, including researching validity of credit/debit memos.
* Act as point person to insure our customer accounts are paying on time and research late payments.
* Complete customer invoices processes, proforma invoices and process prepaid transactions
* Work with operations team on timing of invoices and accuracy of orders shipped
* Enter weekly accounts payable invoices and process payments with approval of manager
* Import invoices from 3rd party and validate accuracy of report to original sales orders and actual shipments
* Create purchase orders for company purchased items

**You are:**

* 2-year Accounting Degree
* Have 1+ years’ experience in an accounting role
* Microsoft office proficient: emphasis on Excel
* Have a proven ability to accurately compile data and present analysis
* Highly collaborative and team focused
* A self-starter and motivated to see projects through to completion
* Strong organizational skills and able to follow through with deadlines
* Ability to proactively communicate with both internal and external sources
* Excellent verbal and written communication skills.
* Responsive to feedback
* Ability to work in a fast paced environment and manage multiple projects simultaneously

**We can offer you:**

* The opportunity to work with some of the largest retailers in the US and abroad
* A fun and energetic work environment, filled with amazing people
* A wide range of responsibilities and opportunities to learn hands-on experience
* The chance to shape your career while contributing to the growth of the company
* An inspiring, comfortable and healthy workspace
* Madesmart® is an Equal Opportunity Employer. We offer competitive benefits and salary commensurate with experience.

**Interested?**

Interested candidates should submit resume and cover letter to [Ashley@madesmart.com](mailto:Ashley@madesmart.com)