

Accounts Payable

Viking Forest Products, LLC – Eden Prairie, MN

Viking Forest Products is one of North America's largest wholesale distributors of wood panels and lumber products. We sell by truck and railcar to lumber yards, distribution centers, home centers, industrial users and manufacturers. With Viking's sales of \$475 million in 2017, and corporate sales of \$3.5 billion, we are a significant player in the North American wood products business

Viking is hiring a full-time Accounts Payable Associate. We are an equal opportunity employer and offer excellent benefits, competitive compensation packages, matching 401(K), paid time off, and medical, dental and vision plans.

Job Summary

The Accounts Payable position at Viking Forest Products supports the trading floor by compiling, processing and maintaining accounts payable records in a timely and accurate manner. This position reports to the Assistant Controller.

Duties and Responsibilities:

- Prepare and perform check runs
- Prioritize invoices according to cash discount potential and payment terms
- Ensure credits are properly applied to vendor payments
- Research and resolve invoice discrepancy issues
- Correspond with vendors and respond to inquiries
- Process SG&A expense invoices to proper general ledger accounts
- Prepare T&E reimbursements
- Maintain vendor files in accordance with company policy
- Oversee company mailing process - including ordering mailing supplies, postage and check stock.
- Participate in reception desk/phone coverage rotation.
- Other duties as assigned

Education and/or Experience: Bachelor's or Associate's degree from a college or technical school preferred.

Knowledge, Skills and Abilities:

- Ability to organize, prioritize, manage time, and take direction
- Detail oriented and highly precise
- Able to exercise good judgement and confidentiality
- Well organized, reliable, self-starting
- Strong interpersonal and communication skills

Viking Forest Products is an equal opportunity employer.

Please send resumes to vfpsales@fctg.com