



APPENDIX A Source Interlink Career Opportunity Form

POSTING DATE: 10/28/09
POSITION: A/P Specialist
DEPARTMENT: Finance
LOCATION: Bonita Springs, FL
REPORTS TO: Manager of Accounts Payable

FUNCTIONS:

- Responsible for reconciliation of Direct Magazine Trade vendors
- Reconcile Trade Statements for assigned accounts by contract terms
- Respond to Trade Vendor Inquiries via Phone/Email
- Principal contact between vendor and company.
- Misc. (weekly filing, monthly mailings, and research as needed or requested by vendors)
- Other tasks as assigned by manager

REQUIRED QUALIFICATIONS:

- 1-3 years prior AP experience
- Microsoft Office with proficiency in Excel
- Heavy reconciliation background
- Excellent written and verbal communication skills
- Strong organizational skills
- Strong attention to detail and accuracy is required
- Ability to solve problems and handle multiple tasks in fast paced environment is necessary

HOW TO APPLY FOR THIS POSITION:

Email resume, letter of interest and any other relevant information you would like to submit to:

EMAIL ADDRESS: jobs@sourceinterlink.com