



## APPENDIX A Source Interlink Career Opportunity Form

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**POSTING DATE:** 1/21/10  
**POSITION:** A/P Specialist  
**DEPARTMENT:** Finance  
**LOCATION:** Bonita Springs, FL  
**REPORTS TO:** Director, Finance

**FUNCTIONS:**

- Assist with and works under the direction of the Director of AP independents/ND's and is responsible for monthly reconciliation of National Distributor Accounts for all companies
- Reconcile Trade Statements for assigned accounts by contract terms include: All purchases, All credits for returns, and all non-distributed items and all other eligible deductions
- Provide support documentation and backup as required
- Respond to Trade Vendor Inquiries Via Phone/Email (As needed)
- Enter payments into the Oracle Payables System
- Verify all payment, due date and discount terms per contract
- Reconcile differences between Inventory System, Oracle and Vendor statement, provide back up of variances for correction and/or audit
- Principal contact between Vendor and company.

**REQUIRED QUALIFICATIONS:**

- 1-3 years prior AP experience
- 1-3 years Accounting Experience
- 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](mailto:jobs@sourceinterlink.com)