

# GEMPLERS

## Accounting Specialist

### Who is Gemplers?

Gemplers is an 85-year-old, family-owned, online B2B retailer for America's hardest working hands. We carry over 30,000 commercial-grade products across 10 categories from brands like Carhartt, Patagonia, FELCO, Tyvek, DeWalt, 3M, Honeywell, YETI, and more. We also provide a growing assortment of our own products ([see here](#)). While we service a wide range of outdoor professionals, we have a focus on golf courses, greenhouses and nurseries, universities/colleges, and cities/municipalities.

[Watch our overview video here.](#)

### Where do we need help?

We are looking for an Accounting Specialist. If playing to win is your default mode, and continual pursuit of excellence and a relentless commitment to the customer are among your passions, this role might be a fit for you.

### What are we looking for?

Someone with great attention to detail and who is willing to take on lots of different tasks. A few of the highlights include processing vendor invoices for payment, entering and applying cash from customers, following up with customers on past due invoices, applying sales tax exemption certificates and more! It's a great way to learn the intricacies of accounting and make a difference in a small, growing company. If you enjoy numbers and getting into the details, read on...

### Job Responsibilities:

- Review and enter inventory and miscellaneous expense invoices for payment
- Invoice customers for drop shipments
- Work with Purchasing, Customer Service, and the Distribution Center to resolve invoice discrepancies and vendor issues
- Process cash payments and apply to customer accounts
- Reconcile customer payments when intended application is unclear
- Create customer credit memos
- Perform collection activities for past due accounts
- Manage monthly statements and dunning letter process
- Manage customer sales tax exemption certificates and apply to customer accounts
- Release orders from sales tax hold upon receipt of certificate and apply credits to customer accounts, as necessary

### Education & Experience

- Associate degree or equivalent from two-year college or technical school
- Six months related experience and/or training
- Strong attention to detail

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- Experience working with customers and partners from all disciplines in a business
- Experience with Accounting software and Microsoft Office
- Excellent verbal and written communication skills
- Strong organizational and time management skills and the ability to balance several tasks simultaneously
- Balances team and individual responsibilities along with ability to work cross-functionally
- Internal and external customer service skills