



Accounts Payable Specialist

ABOUT ODELL BREWING

Since 1989, the culture of family and collaboration has thrived, fostering a brewery full of beer-centric people. It is this passion for beer that inspires Odell Brewing to create quality, hand-crafted and innovative brews. Odell Brewing is committed to providing exceptional service to its customers while making positive contributions to their co-workers and community through its outreach and charitable giving programs. Odell Brewing is the 17th largest craft brewery in the United States and currently distributes in 20 states. In 2015, Odell sold the majority of the company to its co-workers (now co-owners) in a combined management buyout and Employee Stock Ownership Program.

Our collective leadership and independence empower us to build a culture of ownership where we contribute, educate, and innovate, while keeping Colorado at our core. Always Better.

POSITION SUMMARY

The Accounts Payable Specialist will be responsible for processing all invoices and payments in an accurate, effective, and timely manner. This position reports to the Controller.

ESSENTIAL FUNCTIONS

- Processes accounts payable (A/P) transactions, including processing vendor bills and vendor payments.
- Manages vendor relationships.
- Assists with physical inventory counts and reconciliations to perpetual inventory.
- Assists with month-end close deadlines to ensure the accuracy, completeness, and timely reporting of all AP information within our established policies and procedures.
- Administer and enforce Company purchasing and expense reimbursement policies.
- Process and reconcile employee credit cards.
- Monitor open POs, unbilled PO receipts, open payables and vendor payment terms.
- Assist with preparation of weekly check runs, wire transfers, and other outgoing payments.
- Assist in determining accruals needed on a monthly basis.
- Review A/P Aging for accuracy and completeness.
- Field vendor inquiries.
- Engages with accounting team
- Cross train within accounting department to provide backup and vacation support.
- Perform other duties as assigned or requested.

EXPERIENCE/SKILLS REQUIRED

- Associates degree in related field (business, finance, accounting)
- Two years' experience in an Accounts Payable position
- AP automation experience preferred
- Proficiency with office applications including Microsoft Word, Microsoft Excel, and Google Suite
- Strong analytical, problem solving, and organizational skills



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- Must be able to effectively handle multiple projects simultaneously in a deadline driven environment
- Must be an effective team player and have ability to work independently
- Excellent written and verbal communication skills, including ability to interact effectively with all levels throughout Company organization

COMPENSATION

Hourly Rate:

\$20.00/hr

Odell Brewing offers a competitive benefit package including:

- Employee Stock Ownership Program
- Medical/Dental/Short & Long Term Disability/Vision benefits
- 401(k) retirement plan with company match
- Paid Time Off
- Paid Holidays
- Weekly beer allotment
- Employee Assistance Program

If you think you are the person we are looking for, we look forward to hearing from you. Qualified and interested individuals, please submit application, resume and cover letter to jobs@odellbrewing.com with “**Accounts Payable**” in the subject line by May 19th, 2021.

Equal Opportunity Employer – Odell Brewing Company provides equal employment opportunities to all employees and applicants for employment without regard to race, age, creed, color, religion, national origin or ancestry, marital status, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.