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## Position Available: Accounts Payable Processor

### About Devil Mountain Nursery

Devil Mountain Wholesale Nursery provides landscape professionals with access to more plant varieties than any other wholesale nursery in Northern California. We pride ourselves in having a knowledgeable sales staff, quality plants, and extensive delivery capacity throughout the region.

We operate four nurseries in Northern California: San Ramon, Petaluma, Morgan Hill and Clements, where our growing ground is located. Our buyers also travel to quality growers throughout the country – from small specialty growers to the largest in the nation – in search of the exceptional plants for our professional customers. Visit us online at [devilmountainnursery.com](http://devilmountainnursery.com).

### Position Summary

Devil Mountain Wholesale Nursery is looking for an experienced Accounts Payable Processor to support our growing needs at Devil Mountain Wholesale Nursery. An ideal candidate is energetic, reliable and detail-oriented. Prior experience in a high-volume wholesale industry is highly desired.

### Primary Responsibilities:

- Works closely with Senior Accounts Payable Administrator to ensure all company bills are paid timely
- Enters invoices into the system including invoices that must be matched to an existing purchase order
- Works with purchasing department to resolve billing discrepancies
- Ensures proper coding of invoices and ensures prompt payment to utilize discounts
- Vendor maintenance duties include requesting and collections of new vendor W-9 forms
- Request insurance certificates for specified vendors
- Assists in other accounting projects and tasks as needed
- Helps with other office administrative functions
- Assist in duties related to year-end close functions

### Experience

- AP experience of two years or more
- Proficient in Microsoft Word and Excel
- Excellent written and verbal communication
- AA degree or higher desired
- Experience using an ERP accounting software
- Experience with EPICOR Eagle is a plus

### Compensation

Commensurate with industry standards. Benefits include

- 401(k) with Employer Matching
- HMO and PPO Health Plans
- Dental and Vision Plans
- Vacation Plans
- Paid Holidays
- Sick Pay
- Tuition Reimbursement

### To Apply

Send an application or resume and cover letter to [employment@devilmountainnursery.com](mailto:employment@devilmountainnursery.com).