



## **Accounts Payable/Bookkeeper Position - Olathe, KS**

### **Company Overview**

Logic, Inc. is a regional high-tech distributor of industrial automation products. Since 1981, we have built a reputable organization that provides solutions and services with control products to aid engineers, system integrators, OEMs, IT and management professionals for process manufacturing industries. Our corporate headquarters is in Olathe, Kansas with sales offices in Wichita, St. Louis, Springfield, and Omaha.

### **The Field**

This position provides financial, administrative, and clerical support to the entire organization by processing, verifying, and reconciling invoices from various vendors.

### **The Position's duties include:**

- Processing and reconciling expenditures, purchase orders, invoices, statements etc
- Maintaining historical records
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries
- Responding to all vendor enquiries regarding finance
- Verify vendor accounts by reconciling monthly statements
- Credit card and bank account reconciliation
- Expense report handling
- Working with Accounts Receivable Clerk and others to resolve account issues when necessary

### **Qualifications and Skills Required**

- 4-year degree or 5+ years of related experience
- Outgoing personality with strong customer-service skills
- Experience with ERP software is helpful
- Working knowledge of Microsoft Office the ability to learn new software quickly
- Able to manage time effectively, organize your material, and perform quality work without being micro-managed
- High degree of accuracy, attention to detail, and confidentiality
- Understanding of payments, accounting, and budgeting

### **Why choose Logic, Inc.?**

We seek out the best talent and provide you with resources, like continuous training and shadowing, to enable your success. Choosing a career with Logic, Inc. means joining a great company that values employees, leads with integrity and strives to be at the forefront of innovation in industrial automation. Benefits include paid time off, a bonus program, comprehensive healthcare, and 401k contribution.



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