

**JOB TITLE: ACCOUNTING ANALYST**  
**DEPARTMENT: ACCOUNTING**  
**LOCATION: ALABASTER BRANCH**

**Main duties for this position include:**

Direct ship confirmations to bill customers  
Posting of all AP invoices  
Research and respond to inquiries from internal and external customers  
Perform check runs  
Review check run for accuracy  
Review vendor statements  
Review and clear unvouchered PO report  
Freight billing to customers and posting into AP module  
Process customer credit card payments  
Assist with purchasing card reconciliations as needed  
Assist with monthly IMARK submission  
Additional duties as related to AP/AR as needed

**Qualifications:**

- Prior accounting or comparable office experience
- Data entry experience
- Strong written and verbal communication skills
- Basic to intermediate Excel experience
- Ability to work in a fast-paced environment and work independently as well as part of a team

**To apply for this position, please email your resume to**  
**[hr@diversifiedsupply.com](mailto:hr@diversifiedsupply.com)**