



Energy Efficiency Specialists

(206) 763-9484 • Fax (206) 763-7922

Inventory Cost Accountant

We are looking for an enthusiastic and motivated individual to join our team as an Inventory Cost Accountant. We are a fun office and put great emphasis on customer service and working together as a team.

Summary/Objective

The Inventory Cost Accountant is mainly responsible for matching receiving paperwork to internal requisitions and invoices received in our Seattle, Spokane, Tri-Cities, and Missoula, MT offices, as well as remitting payment to our suppliers. This role will also monitor inventory transactions including verifying accuracy of standard costs and reconciling inventory counts to the General Ledger. This person will have daily interaction with project managers, customers, and other office personnel.

Essential Functions

- Ensure accurate and timely workflow of all supplier payable functions such as (but not limited to) maintaining vendor relations, entering all AP invoices/expense reports, matching purchase orders to receiving paperwork, and managing weekly check runs
- Communicate and work effectively with Accounting and Purchasing to ensure the accurate matching of invoices and receivers as well as returns and rejections
- Audit all expense reports and corporate credit card statements for proper receipts and other documentation
- Assist in reconciling inventory accounts to the General Ledger
- Monitor recurring payables regularly to ensure all monthly invoices are entered before month end
- Attend meetings as required
- Answer incoming customer phone calls and direct to appropriate personnel
- Perform other duties as assigned

Competencies

- A team player with a positive attitude and strong interpersonal skills
- Highly detail oriented, self-motivated, and resourceful
- Excellent verbal and written communication skills
- Competent with Microsoft Office Suite (Word, Excel, etc.)



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Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Position Type and Expected Hours of Work

- Full-time, non-exempt hourly position
- Monday through Friday 7am – 4pm
- Compensation Range: \$45,000 to \$51,000 a year *(DOE)*
- Group medical/dental/vision/life insurance
- Retirement plan
- Paid sick and vacation leave
- Paid Holidays

Required Education and Experience

- Associate or Bachelor's degree in Accounting or related field
- Two to three years of previous experience in a similar position

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

We offer competitive wages with a benefit package. Qualified candidates please submit your resume and references to hr@hudsonbayins.com.

We are an Equal Opportunity Employer – minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity



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