



## FAMILY OF COMPANIES

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### ACCOUNTANTS PAYABLE SPECIALIST

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The accounts payable position processes invoices and receipts and issues payment to vendors. They are responsible for reviewing invoices for appropriate documentation and approval prior to issuing payment. They organize files so that documentation can be easily located.

#### **About Us**

Nestucca Ridge Family of Companies is an organically grown collection of coastal businesses dedicated to memory-making beach vacations, meetings and ownership experiences. For us, it's all about creating distinct businesses one at a time, crafting each with just the right personality and then sharing them with others who value authenticity as much as we do.

What motivates us goes well beyond just running strong businesses. We love and believe in this community and feel it is every company's responsibility to invest back in the community that supports them. At Nestucca Ridge Family of Companies, we are proud to contribute to Pacific City's quality of life in innumerable ways including sponsorship funding for the Birding & Blues Festival and American Lung Cancer's "Reach the Beach" fundraiser. As part of our development of the Cottages at Cape Kiwanda, we provided space for the Doryman's Memorial Wall commemorating our local fishermen who have lost their lives at sea. The list is long and will continue to get longer. Nothing could give us more satisfaction.

Call us restless or a company on the move – we're always trying to think of new ideas and business concepts that Pacific City residents and visitors will enjoy. We recently succeeded in gaining approval to self-distribute beer, thereby making our award-winning Pelican Beer available in markets throughout Oregon.

And we have completed the development of the Headlands Coastal Lodge & Spa, a beautiful boutique lodge, spa, and fine-dining restaurant adjacent to the Cottages.

#### **What You Will Do:**

- Circulate vendor invoices to the appropriate manager for approval
- Enter all vendor invoices into accounting software upon receiving approval from appropriate manager
- Ensures all vendor invoices are coded to the appropriate expense account and company. Follows up with appropriate manager with questions
- Pay vendor invoices in a timely manner once approved by cash flow manager
- Take all reasonable discounts on supplier invoices
- Pay any debt as it comes due for payment
- Enter all credit card receipts and reconcile to credit card statement
- Prepare credit application for manager approval
- Obtain and organize W-9 information from vendors and assist in preparation of annual 1099 reporting
- Reconcile vendor invoices to monthly vendor statements
- Monitor check/deposit slip inventory and reorder as necessary
- Maintain an orderly accounting filing system

#### **What you will need to be successful:**

- 2 years of accounts payable processing required
- Have a high degree of accuracy and attention to detail
- Possess excellent data entry skills

**Must Have:**

- HS degree or GED
- Proficiency in Excel, Word and Outlook
- Comfort in using a computer for various tasks

**Nice To Have:**

- Associate's degree in accounting or business administration, or equivalent business experience
- Working knowledge of the QuickBooks accounting software package
- Knowledge of generally accepted accounting principles

**What's In It For You:**

Paid time off, medical benefits, 401K, AND you get to work in Pacific City! Our location appeals to those who like small towns and enjoy the outdoors. We have miles of beaches to explore, trails to hike, oceans to surf and kayak, and fish to be caught!

## TO APPLY

If you think you are eligible for this position, please submit a **resume** and **cover letter** to [KristaT@kiwandahospitality.com](mailto:KristaT@kiwandahospitality.com). In the subject line, please include "Job Application:," your name, and position you're applying for (Ex: Job Application: John Smith for General Manager).