
Job description

Job Scope/ Summary

H2H Blinds is one of the largest providers of window blinds serving the new construction industry, as well as residential & commercial property investors and property managers. We are a full-service window blind vendor solution offering pre-measuring, professional installation, and warranty service.

This is a combined Inventory, Purchasing, Accounts Payable, and Account Representative position, with primary handling of multi-family accounts. Other duties include certain Accounts Payable functions, maintaining detailed Excel spreadsheets, analyzing and reporting inventory information, and applying generally accepted accounting and purchasing principles.

Key Responsibilities:

- Assist with the preparation and processing of multi-family job orders including data entry and invoicing. This position will assist the main point of contact for multi-family site managers and will manage the flow of information between the customer and H2H operations.
- Processing Wholesale customer orders including data entry, invoicing, AR related correspondence and ensuring 100% customer satisfaction. Must be able to effectively troubleshoot problems when they arise.
- Concurrently perform multiple analytic assignments, prepare inventory reports, and research discrepancies using a proprietary system in conjunction with Google and Excel.
- Handle Accounts Payable functions and interface with an online accounting system for processing vendor invoices, posting entries, and payment research.
- Prepare, examine, or analyze vendor accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

Requirements

- Must be proficient with MS Office and demonstrate strong proficiency using Excel
- Strong analytic skills in order to collect, compile, visualize, and analyze data
- Ability to multi-task, which requires strong organizational skills, attention to detail and quality
- Possess excellent professional verbal and written communication skills via phone and email
- Results-oriented individual with the ability to adapt to changing timelines and shifting of priorities. Must have a process improvement-oriented mindset and be able to trouble-shoot
- Entry level knowledge of general Accounts Payable practices
- Motivated individual who can work as part of a team
- Must be able to perform all job functions with integrity, honesty and ethically
- Experience in the builder industry a plus

All offers for employment are contingent upon favorable drug test and background check results.

Benefits

Medical, Dental, Vision

Vacation

PTO

Job Type: Full-time