

# Island Lumber Accounts Payable Assistant

**Job Title:** Accounts Payable Assistant

**Location:** Vashon Island

**Employment Type:** Full-Time

**Compensation:** \$20–\$25 per hour, depending on experience

## About the Position

We are seeking a motivated and detail-oriented **Accounts Payable Assistant** to join our team. This is an entry-level position which would be ideal for someone with strong attention to detail and a positive attitude with a willingness to learn. You will support both accounts payable processing with some inventory and pricing, working closely with our accounting and inventory management teams. No experience necessary, we are willing to train.

## Key Responsibilities

- Process and enter vendor invoices accurately and in a timely manner
- Match purchase orders, packing slips, and invoices to ensure accuracy
- Assist with resolving invoice discrepancies and vendor inquiries
- Support inventory and pricing updates, generating reports as needed
- Assist with month- and year-end reconciliations related to accounts payable and inventory

## Qualifications

- High school diploma or equivalent
- Strong attention to detail and accuracy in posted entries
- Proficiency using computers, familiarity with Microsoft Excel
- Willingness to adapt and learn new software and systems
- Strong organizational and time management skills
- Good communication skills, both written and verbal
- Ability to work independently and as part of a team

## What We Offer

- Hourly pay of \$20–\$25, depending on experience
- Health Insurance, Dental reimbursement, and Health Savings Account programs
- 401(k) plan with employer-matching contributions
- Paid Time Off
- Store employee discount
- Opportunities for growth and advancement within the company

## How to Apply

Please visit our website and submit an application online:

[islandlumber.com/pages/employment.html](http://islandlumber.com/pages/employment.html)