

# SPRINGFIELD ARMORY®

## DEFEND YOUR LEGACY™

### JOB POSTING

Title: Accountant: Payables  
Status: Full-Time

#### Description Summary:

Springfield Inc. is accepting applications for the position of Accountant. This position is responsible for all aspects of the AP function and will have the opportunity to work to optimize and cultivate experience as project work becomes available.

- Reviews payable documents (invoices, vouchers, bills), keys information, prints checks, prepares mailings, and posts to appropriate general ledger accounts.
- Resolves vendor, customer, or staff inquiries related to accounts payable issues.
- Prepares and distributes requested accounts payable/receivable reports and other accounting data for reconciliation/evaluation.
- Organizes and reports sales tax by state.
- Tracks departmental budgets.
- Manages employee reimbursement program.
- Maintains internal accounting controls and procedures.
- Supports the accounting department as requested.
- Provides support for the credit collection function which may include accounts receivable collection and tracking of on-loan items.
- Works with Sales Department to obtain and research customer credit information to facilitate credit decisions.

#### Requirements:

Qualified applicants will possess exceptional organizational, accuracy, and communication skills. The ability to form cooperative work relationships is expected. Bachelor's degree (accounting) and relevant work history is required. Proficiency in the operation of office machines and Microsoft programs is essential. This position is trusted to handle and protect company-private information: discretion, integrity, and ethics nonnegotiable.

#### Compensation:

Springfield offers a competitive compensation and extensive benefits package which includes a generous, comprehensive, and affordable health plan in addition to dental, vision, life, disability, flex, 401(k), and other options. To learn more about Springfield Armory products and services visit [www.springfield-armory.com](http://www.springfield-armory.com).

#### Submit Resume and/or Contact Information for Consideration:

Follow link to complete inquiry form. Attach resume and provide accurate contact information.

*Springfield Inc. is an Equal Opportunity Employer*

Approved for Posting: RD  
Posting Closes: When Position is Filled.