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## **Accounts Payable Clerk**

January 29, 2025

**Job Description:** Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. Saunders Brothers is looking for an Accounts Payable Clerk in our Finance department. If you've dreamed of working in a family atmosphere where hard work, integrity, honesty, and passion are core values, come join our team!

### **Requirements and duties would include the following:**

- Bookkeeping experience and an understanding of double-entry accounting
  - processing payments for invoices that are due
  - verifying invoices and authorizations
  - understanding chart of accounts to code invoices
  - establishing and maintaining relationships with new and existing vendors
- Experience with on-line banking and bill pay process
- Tracking corporate credit card receipts for multiple cards
- Maintaining accounts payable vendor files, reconcile monthly vendor statements and related transactions and follow-up where necessary

### **Qualifications:**

- Proven experience as an accounts payable clerk. 2-year degree in business, finance or accounting is a plus.
- Must have strong working knowledge of Excel, Word, and Outlook as well as other computer skills.
- Must have excellent math skills.
- Experience with accounting software and the (like QuickBooks, MS Excel)
- Attention to detail with a high degree of accuracy
- Must have excellent organizational skills, be able to prioritize workload, and have flexibility as work demands change.
- Must have excellent communication skills and be able to effectively work with other staff members.

**Supervisor:** This position will answer directly to the Controller of Saunders Brothers, Inc.

**Pay and Benefits:** We offer a competitive hourly rate, health insurance, vacation package, 401k package (eligible after 1 year of employment), short-term disability insurance, and employee

pricing on plants and farm market items. We also offer professional training and staff development opportunities for staff. This is a full-time, on-site, year-round position.

**Drug Testing and Background Checks:** Saunders Brothers is committed to providing a drug-free and safe workplace. Therefore, all employees are subject to random drug testing, reasonable suspicion testing, and post-accident testing. In addition, all new employees will be subject to a background check.

**Work Time and Hours:** Monday through Friday 8 am to 5:00 pm with 1 hour for lunch.

**Start Date:** As soon as filled.

**Information and Application:** Saunders Brothers Inc. is comfortably situated on the sunny side of the Blue Ridge Mountains. Located less than 1 hour from the renowned University of Virginia medical center and Liberty University, Nelson County has numerous opportunities for hiking, biking, fishing, and skiing. Company perks include discounts at our retail Farm Market that include seasonal fruit from our orchards, family-raised meats and wholesale pricing on plants grown on our farm.

Contact Saunders Brothers Human Resources at [jobs@saundersbrothers.com](mailto:jobs@saundersbrothers.com). The job description may be seen at [www.saundersbrothers.com](http://www.saundersbrothers.com) and the application can be downloaded or completed on our website. Application must be submitted with resume to be considered.

### **Saunders Brothers Core Values**

**Faith-** Our Core Values and business practices are directed by our Christian faith.

**Integrity-** Honesty and truthfulness are foundational to our business and we seek to do what is morally and ethically right.

**Passion-** We strive to enthusiastically share our love for Agriculture by connecting people with plants, fruit, and the farm.

**Family-** The Saunders Brothers' Family includes and fosters many diverse families, generations, races, religions, and nationalities.

### **Business Purpose**

To make a profit doing something we love.

To have a positive impact on our employees, customers, suppliers, community, and environment.

To provide a productive, nurturing, and fulfilling environment for our team.

### **Strategy**

To be a premier supplier of superb-quality plant material for garden centers, landscapers, and public gardens throughout the Eastern United States.

To be a premier supplier of extraordinary fruit to the people of the Mid-Atlantic area.