



Job Title: Accountant I
Department: Accounts Receivable
Reports To: Manager, Accounts Receivable
Exemption Status: Non Exempt (Hourly)
Location: Store Support Center in Lenexa, KS

Position Description:

Westlake Hardware, one of the largest retailers of home hardware in the US, has an immediate opening in its Lenexa, KS headquarters for an experienced Accountant I. Westlake operates 90 stores in seven states and is a wholly owned subsidiary of Ace Hardware Corporation.

This position will provide direct support to the Manager/Accounts Receivable in areas of financial reporting including processing co-op advertising invoices and payments, accounting for advertising department spending, preparing balance sheet account reconciliations, and providing assistance to the Accounts Receivable Department.

The successful candidate will be a self-starter with strong oral and written communications skills. They will demonstrate strong conceptual thinking and problem-solving skills. Sound organizational skills, flexibility and ability to complete multiple assignments in a fast-paced environment are also key ingredients to success.

Key Responsibilities:

- ***Co-op Advertising.*** Process Co-op Advertising invoices and payments throughout the month utilizing Excel and QuickBooks accounting software. Follow up on past due invoices and maintain good relationships with suppliers. Make monthly presentation to management regarding contract fulfillment status and collections.
- ***Advertising Accounting.*** Provide advertising accounting support including coding review of invoices and preparation of monthly advertising P&L.
- ***Balance Sheet Reconciliation.*** Prepare monthly balance sheet account reconciliations and adjustment journal entries as necessary.
- ***Assist A/R Department.*** When necessary, provide assistance to the A/R Department in preparing the daily bank deposit and applying payments to customer accounts.

Requirements:

- Associates Degree in Business or Accounting or equivalent experience
- Minimum of two years experience in related activities
- Proficiency in Excel, QuickBooks, and Word software

Desired:

- Experience with JD Edwards financial software on an AS400 platform

SEND RESUME TO KATHY LEWIS
[klewis@westlakehardware.com](mailto:kewis@westlakehardware.com)