Treadmill Doctor
We Solve Problems To Keep People Moving

WE'RE HIRING SELF-STARTERS!!

Treadmill Doctor (TMD) maintains the largest online database of replacement parts for exercise and fitness equipment.

Are you a talented and friendly person looking for a new opportunity? Come join the TMD team! If you are a motivated self-starter and want to work with people who care about each other, feel like family, and have opportunity to grow into new positions, we want you on our team! The Treadmill Doctor team has bi-annual company lunches, quarterly volunteer opportunities and regular department team building activities. We need people who can work hard and are ready to grow with our quickly growing company.

Job Title:	**Accounts Payable Clerk**
Department(s):	**Accounting**
Pay Range:	**$20 - $25 per hour**
Report to:	**Accounting Supervisor**

Position Overview: This is a full-time position, reporting to the accounting supervisor, paying between $20 and $25 per hour, depending upon experience. The A/P Clerk is primarily responsible for processing between 50 – 100 invoices on a weekly basis by matching them to a Purchase Order, entering them into the accounting system, printing checks and maintaining the filing system.

Minimum Requirements:

- **Must be a United States citizen or legal resident**
- **High school diploma or equivalent**
- **Pass a Drug Screen**
- 2 years office experience, accounts payable preferred
- 1 year phone experience dealing with vendors
- Excellent communication skills
- Extremely detail oriented
- Microsoft Office skills
- Sage 100 Software, 1 year preferred
- Experience with internet and 10-key
- Ability to work with confidential material and have it remain confidential
- Punctual and motivated self-starter
- Team player

Essential Job Functions:

- Maintain invoices in the A/P system
- Match invoices to receivers and purchase orders
- Obtain needed authorizations according to company policies
- Create payment reports for approval
- Weekly check runs
- Maintain A/P reports daily, weekly, and monthly, as required
- Filing for A/P department

- Work with vendors to maintain correct procedures and to correct any and all issues that might arise
- Maintain file for use tax
- Work with CPA, as needed
- Responsible for maintaining records of W-9s for vendors
- Performs other duties as assigned from time to time by management

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

To apply for this position you can do one of the following:

- Mail resume to: 650 N. Main Center, Suite 101, St. Charles, MO 63301
- Email resume to staff@TreadmillDoctor.com
- Complete application on www.TreadmillDoctor.com/careers

Please specify which position you are applying for as we may have several positions open at once.