



Title: Accounts Payable

Based at: Paramount Coffee Co. in downtown Lansing, MI

Hours:

- M-F 8:00 am - 4:30pm

Pay Rate: Based on experience.

Reports to: CFO

Job purpose:

Accounts Payable

Key Requirements/Qualifications:

- Minimum 2-3 years in Accounts Payable field.
- Microsoft Office experience with emphasis on Excel.
- Microsoft Windows experience.
- Microsoft Dynamics GP (Greatplains) experience a plus.
- Knowledge of the principles and practices of customer service and commitment to providing excellent customer service to employees, participants and other internal/external customers required.
- Effective oral and written communication skills required.
- Effective interpersonal skills required.

Send resume, cover letter and wage requirements to:

Email:

AP@paramountcoffee.com

Mail:

Paramount Coffee Company
ATTN: Accounts Payable
130 N. Larch St
PO BOX 13068
Lansing MI 48901

NO CALLS OR IN PERSON RESUME DROPOFFS ACCEPTED.

It is the policy of Paramount Coffee Company to offer Equal Employment Opportunities (EEO) to all qualified applicants and employees without regard to race, color, ancestry, national origin, age, religion, sex, sexual orientation, marital status, family responsibilities, genetic status, disability, veteran status, or any other characteristic protected by federal, state, or local law. This Policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, and other terms, conditions and privileges of employment.