



Accounting Coordinator at Mentor Lumber & Supply Co.

Locations: Mentor

Industry: Administration, Lumber & Building Materials

Job Type: Full-Time

About Mentor Lumber

For over 100 years, Mentor Lumber & Supply Co. has been the trusted partner in Northeast Ohio's building community. We're more than just a lumber yard; we are a team of professionals dedicated to delivering top-notch customer service, quality products, and operational excellence. We're looking for an **"Exceptional" Accounting Coordinator** to support our finance team in managing day-to-day accounting functions.

What You'll Do:

As the Accounts Payable Clerk, you'll play a crucial part in maintaining accurate financial records, supporting accounting processes, and ensuring smooth operations across the department.

Key Responsibilities:

- **Manage Financial Transactions:** Process invoices, payments, and receipts in accordance with company procedures. Ensure timely and accurate entry of financial data into accounting systems.
- **Reconcile Accounts:** Regularly reconcile bank accounts, credit card statements, and other financial records to ensure accuracy and consistency.
- **Assist in Financial Reporting:** Support the preparation of monthly and quarterly financial reports, including account analysis and budgeting assistance.
- **Accounts Payable & Receivable:** Coordinate with internal teams and external vendors to manage accounts payable and receivable, ensuring timely payments and collections.

The Mentor Lumber and Supply Co.

7180 Center St. Mentor, OH 44060 440.255.8814

332 Center St. Chardon, OH 44024 440.285.2251

- **Maintain Financial Records:** Ensure that all financial documentation, records, and files are maintained in an orderly and accessible manner, in compliance with company policies.
 - **Assist with Audits:** Provide necessary documentation and support during internal and external audits to ensure compliance with accounting standards and regulations.
 - **Collaborate Across Teams:** Work closely with other departments to ensure seamless coordination and resolve any financial discrepancies.
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Qualifications:

- **Proven experience** in an accounting or finance role (1-2 years preferred)
 - **Exceptional attention to detail** and accuracy in data entry
 - **Solid understanding** of basic accounting principles
 - **Strong organizational and time-management** skills
 - **Excellent communication abilities**, with a track record of working effectively with cross-functional teams
 - **Demonstrated integrity** in handling confidential information
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Why Mentor Lumber?

- **Competitive Compensation:** Attractive salary with performance-based bonuses to reward your hard work.
- **Generous Benefits Package:** Health, dental, and vision insurance to keep you and your family healthy. Also including Life Insurance and Short-Term Disability.
- **401k and Profit Sharing**
- **Vacation & Time Off:** Paid Vacation, Personal Days and Holiday Pay
- **Career Growth:** Opportunities for professional development and advancement within a growing company.
- **Collaborative Culture:** Be part of a tight-knit team where **Excellence, Teamwork, and Respect** are at the core of everything we do.
- **Proud Legacy:** Work for a company with a century-long tradition of success, quality, and customer satisfaction.

How to Apply:

Apply on LinkedIn, Glassdoor, Indeed or send your resume to our Hiring Manager at HR@mentorlumber.com.