

Accounts Payable and Inventory

Date posted: August 26, 2025

Pay: \$24.00 - \$32.00 per hour

Job description:

Santoki LLC is a fast-growing, product-driven company engaged in retail and e-commerce with affiliated design operations. We are looking for a detail-oriented, motivated, and experienced accounting professional to join our team. This role will be central to supporting our operations and finance teams as we continue to scale.

Key Responsibilities:

- Manage Accounts Payable: review, code, and process vendor invoices accurately and timely.
- Communicate with vendors, as necessary.
- Reconcile vendor statements and resolve discrepancies.
- Oversee inventory accounting, including cost tracking, adjustments, and reconciliations.
- Schedule payments.
- Collaborate with operations and purchasing teams to ensure accurate reporting of inventory transactions.
- Assist in month-end close processes related to A/P and inventory.
- Maintain compliance with internal policies and controls.
- Support ad-hoc projects and provide analysis for management as needed.

Qualifications / Skills:

- Significant experience in high-volume retail, e-commerce, distribution, warehousing, and product import environments.
- Proficiency with Microsoft Dynamics 365 Business Central (A/P and Inventory management).
- Associate Degree in Accounting AND/OR equivalent education and training commensurate with the role. Will consider a highly experience individual with demonstrated proficiency in a similar role.
- Strong organizational and time management skills.
- Attention to detail with a high degree of accuracy.
- Ability to work independently and as part of a team.

Compensation / Benefits:

- We offer competitive pay and a full range of benefits for full-time staff.

- Compensation for this position will be based on the initial experience and proficiency of the applicant.
- Responsibilities and pay will evolve as the employee becomes proficient in the role.
- Santoki LLC offers a supportive and collegial work environment.

Application Instructions:

To be considered for this role, please submit a CV and a professional cover letter describing your qualifications and reasons for applying. Applications without a cover letter will not be considered.

Job Type: Part-time

Benefits:

- Paid time off
- Retirement plan

Ability to Commute:

- Auburn Hills, MI 48326 (Required)

Work Location: In person