



Job Description

Job Title: Accounts Payable Specialist

Department/Division: Finance

Reports To: Senior Accountant

Job Summary: The Accounts Payable Specialist will provide accounting support to major financial accounting areas, including accounts payable, treasury, general ledger accounting, and account reconciliation. This position ensures invoices are accurate and proper accounting procedures are followed to account for the receipt of payment for goods and services completed by the organization. Confidentiality of client and company matters a must.

Responsibilities:

- Enters invoices into company computer system.
- Acts as liaison between client and Director of Lifecycle Management for service contract issues and renewals.
- Presents factual information; composes memoranda and reports; and alerts responsible parties of contract provisions and supporting documents.
- Utilizes financial systems to review actual verses estimated contract cost and to provide timely and accurate financial reports.
- Reviews incoming vendor invoices for accuracy, researches questionable invoices and corrects discrepancies.
- Codes and inputs vendor invoices into the company accounting system.
- Assists in month-end closing.
- Organizes and maintains retention files for required period of time.
- Updates corporate systems accurately and timely.
- Coordinates with others on verification of vendor invoices for accuracy. Assists with any discrepancies.
- Prepares weekly reports for leadership.
- Supports sales, finance and operation team members as necessary.
- Recommends improvements to systems and procedures, adapting well to changes introduced by others.
- Develops and records processes.
- Performs other tasks as needed and/or requested.
- Seeks to continuously improve the client experience.

Desired Qualifications/Skills:

- Bachelor's degree preferred.
- Prior Accounts Receivable and Accounts Payable experience preferred.
- 1-2 years Financial Management experience
- Accounting and analytical skills including cost control.
- Displays high ethical standards.
- Must possess proficient computer skills and excellent knowledge of Microsoft Office products (most specifically Excel). Functional expert in Excel (experience with VBA and macros a plus).
- Timely, efficient and accurate administrative and data entry skills.

- Ability to adapt to rapidly changing technology and apply to business needs.
- Ability to communicate effectively and professionally, verbally and in writing, with clients, vendors and all levels of employees.
- Organizational and time management skills with a high attention to detail.
- Ability to prioritize and display a sense of urgency based on objectives and deadlines with limited supervision.
- Strong analytical, research and problem solving skills. Pro-active ability to identify, assess, improve/refine and solve complex challenges, processes and/or situations.
- Professional attitude, reliable, energetic, self-starter, and strong work ethic.
- Ability to demonstrate good common sense and sound judgment.
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness.
- Ability to display a client focus by maintaining awareness of and seeking to meet the needs and wants of the client
- Ability to work in an environment which may require:
 - sitting for extended periods of time
 - dexterity of hands and fingers to operate a computer keyboard, mouse and to handle other computer components