



## Accounts Payable Analyst

### Job Scope

As an Accounts Payable Analyst, you ensure the utmost precision and timeliness in handling vendor invoices. You must also establish and maintain positive relationships with suppliers as part of your role in overseeing the accounts payable process. You will be responsible for processing vendor invoices and interactions with suppliers and monitoring the status of the accounts payable process to ensure that it is running smoothly.

### Responsibilities

- Process and review vendor invoices, ensuring accuracy, proper coding, and adherence to company policies and procedures.  
Match invoices with purchase orders and receive documentation to verify quantities, prices, and terms.  
Obtain necessary approvals for invoice payments and ensure compliance with internal controls.  
Prepare and process payment batches, including checks, electronic transfers, and ACH (Automated Clearing House) transactions.  
Reconcile vendor statements and resolve any discrepancies or outstanding issues.  
Maintain accurate and up-to-date vendor records, including contact information, payment terms, and tax identification numbers.  
Respond to vendor inquiries and resolve payment-related issues promptly and professionally.  
Perform periodic reviews of accounts payable processes and recommend process improvements to enhance efficiency and accuracy.  
Assist in month-end and year-end closing activities, including accruals, account reconciliations, and financial reporting.  
Collaborate with cross-functional teams, such as procurement, receiving, and finance, to ensure smooth invoice processing and timely payment.

### Requirements

- Bachelor's degree in accounting, finance, or a related field.  
Proven experience in accounts payable or related financial roles, with a solid understanding of the end-to-end accounts payable process.  
Strong knowledge of accounting principles and practices, particularly in accounts payable.  
Proficiency in using accounting software and financial systems for invoice processing, payments, and reporting.  
Excellent attention to detail and accuracy, with the ability to manage large volumes of data and meet deadlines.  
Strong analytical and problem-solving skills to identify and resolve issues or discrepancies.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Effective communication and interpersonal skills to liaise with internal stakeholders and external vendors.

Familiarity with relevant regulations, such as GAAP (Generally Accepted Accounting Principles) and tax laws.

Proficient in using spreadsheet software (e.g., Microsoft Excel) for data analysis and reporting.

Ability to work independently as well as collaboratively in a team environment.