



## Accounts Payable Specialist

### Job Scope

An Accounts Payable Specialist will oversee the accurate and timely processing of vendor invoices, manage payment cycles, and ensure compliance with established financial policies and procedures. Meticulous attention to detail and proactive approach will contribute to the smooth functioning of our finance department.

### Responsibilities

- Receive and review incoming invoices for accuracy, completeness, and compliance with company policies.  
Enter invoice details into the accounting system or ERP (Enterprise Resource Planning) software.  
Match invoices with purchase orders, packing slips, and other supporting documents.  
Resolve discrepancies or invoice issues, such as pricing discrepancies or missing information.  
Obtain necessary approvals and signatures for payment processing.  
Prepare and promptly process payments, such as checks, electronic, or wire transfers.  
Ensure the accuracy of payment amounts and vendor details.  
Maintain accurate records of payments and reconcile them with vendor statements.  
Monitor and manage payment schedules to ensure timely payments and avoid late fees or penalties.  
Coordinate with other departments, such as procurement or treasury, to ensure proper payment authorization and documentation.  
Establish and maintain positive relationships with vendors.  
Address vendor inquiries and resolve payment-related issues or discrepancies.  
Verify vendor information, including contact details, tax identification numbers, and banking information.  
Assist in vendor selection and evaluation processes.  
Collaborate with procurement and vendor management teams to negotiate favorable payment terms or resolve contract-related issues.

### Requirements

- High school diploma or equivalent; associate's or bachelor's degree in accounting or finance is preferred.  
Proven experience as an accounts payable representative or in a similar role.  
Proficiency in accounting software or ERP systems.  
Strong attention to detail and accuracy in data entry and recordkeeping.  
Solid understanding of basic accounting principles and practices.

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.



Excellent organizational and time management skills.

Strong analytical and problem-solving abilities.

Effective communication and interpersonal skills.

Ability to work independently and as part of a team in a fast-paced environment.