**R2025-0051 Accounts Payable Specialist Job Description**

**What You’ll Do:**

As an Accounts Payable Specialist, you will focus on processing invoices with accuracy and efficiency while ensuring compliance with company policies. You will monitor and manage the accounts payable inbox, responding to vendor inquiries and addressing any issues promptly. Additionally, you will assist with ad hoc projects such as account reconciliations, process improvements, and reporting tasks to support the accounting team. Strong organizational skills, attention to detail, and the ability to prioritize tasks in a fast-paced environment are key to success in this role.

**Key Responsibilities**

* Handle a high volume of invoice processing with precision, ensuring all entries align with company guidelines and approval workflows.
* Oversee the accounts payable inbox by addressing vendor communications, resolving invoice or payment issues, and maintaining timely follow-ups.
* Review and validate invoices for proper coding, authorization, and adherence to payment terms before processing.
* Reconcile vendor accounts and address outstanding balances or discrepancies to maintain accurate financial records.
* Support special projects such as month-end close activities, reporting initiatives, and process optimization efforts.
* Maintain up-to-date and well-organized documentation of accounts payable transactions for compliance and audit purposes.
* Partner with internal departments to enhance accounts payable processes and address any workflow challenges.

**Who You Are:**

You are someone who is detail-oriented, proactive, and thrives in a fast-paced environment. You bring a positive attitude and enjoy collaborating with a supportive, dynamic team that values efficiency and accuracy. You find satisfaction in solving problems, streamlining processes, and contributing to the organization’s financial operations. You want the opportunity to manage critical workflows, work with a dedicated team, and develop professionally in an environment that values their contributions.

**Qualifications:**

* 2+ years of accounts payable or general accounting experience in a high-volume environment.
* Strong experience with invoice processing, payment management, and account reconciliations.
* Proficiency with Concur software a plus.
* Demonstrated ability to manage multiple priorities, meet deadlines, and work independently with minimal supervision.
* Familiarity with handling vendor communications, resolving payment discrepancies, and maintaining professional relationships.
* Experience supporting month-end close processes and assisting with financial reporting tasks.
* Proven track record of improving accounts payable workflows or contributing to process enhancements.
* Strong communication and organizational skills, with a keen eye for detail and accuracy.