

Overview

The Accounts Payable Specialist performs a vital role within the accounting department. They are responsible for the accurate and timely recording of payables. Responsibilities include, but are not limited to, managing vendor accounts, recording expenses, processing payments, processing refunds, reconciling payments, reconciling specific accounts, preparing journal entries, assessing daily and weekly cash needs, generating reports, and other duties as assigned.

Responsibilities

- Record invoices and payments
- Reconcile the accounts payable ledger to ensure that all payments are accounted for and properly posted
- Reconcile accounts payable vendor accounts against vendor statements
- Verify discrepancies and resolve billing issues
- Facilitate payment of invoices due and maintaining positive relations with vendors
- Generate reports detailing accounts payable status

Requirements

- Associates Degree in Accounting
- 1 year of experience in Accounts Payable
- Proficiency in MS Office with a focus on Excel
- Proficiency in English
- Strong attention to detail and accuracy
- Excellent organizational and time management skills

Or

- Bachelor's degree in Accounting, Finance, or related field
- Proficiency in English
- Strong attention to detail and accuracy
- Excellent organizational and time management skills

Job Type: Full-time

Pay: \$26.45 - \$32.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

To apply please email a resume to wdiebold@pioneerdoorak.com.