



Job title	<i>Accounts Payable Specialist</i>
Reports to	<i>Financial Controller</i>

Job Purpose

The Accounts Payable Specialist is responsible for ensuring accurate and timely entry of vendor bills, in accordance with individual payment terms. This role works closely with the sales team and field personnel to ensure job costs are captured and paid correctly. The ideal candidate is detail-oriented, organized, enjoys problem-solving, and is highly proficient in Excel and QuickBooks Online.

Duties and Responsibilities

Duties and responsibilities include, but are not limited to:

- Enter invoices received from vendors with a high level of detail and accuracy
- Collect and record vendor specific agreements to include W9, COI and MSA.
- Record and post daily invoices received from vendors in QuickBooks Online
- Use invoices and backup documents to enter transaction details into cost tracking spreadsheets with a high level of accuracy and independent analysis.
- Collaborate with internal teams to resolve invoice discrepancies or payment issues
- Provide administrative support to the accounting and finance departments as needed
- Critical thinking, problem solving, and evaluation of processes for efficiency and accuracy
- Other duties as assigned.

Qualifications

Qualifications include:

- High school diploma or equivalent required
- Experience with QuickBooks Online **required**
- Prior bookkeeping or AP/AR or accounting experience strongly preferred
- Strong organizational skills and attention to detail
- Proficient in Microsoft Excel, Word, and Outlook
- Ability to work independently and collaboratively in a fast-paced environment
- Comfortable using 10-key and computer-based financial systems
- Experience with accrual-based accounting preferred
- Ability to multitask and pivot priorities as they arise