



---

## **TITLE: SR. ACCOUNTS PAYABLE SPECIALIST**

**SUMMARY:** Protect company assets and cash flow by properly maintaining and processing financial data.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Process mail for all incoming vendor invoices and customer payments.

Match purchase orders and purchase order receipts ensuring accuracy of quantities received, units of measure and values.

Match vendor invoices to purchase orders and receipts ensuring accuracy of quantities and values.

Assign/verify general ledger codes on invoices and enter in computer system.

Execute physical check process.

Execute online check release to bank for Positive Pay.

Produce various accounts payable reports.

Process internal expense reports and track company travel expenses by category. Ensure appropriate expenses go to correct general ledger accounts and all policies are followed.

Process company credit card statements and ensure appropriate expenses go to correct general ledger accounts.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED) and at least 12 to 18 months related experience and/or training. College degree in related field is preferred.