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**JOB TITLE:** Accounts Payable Specialist  
**DEPARTMENT:** Accounting  
**DIVISION/LOCATION:** 1780  
**REPORTS TO:** Assistant Controller  
**SUPERVISION/DIRECT REPORTS:** 0

**ROLE:**

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The AP Specialist is responsible for the timely and accurate completion of the payables cycle. They will be responsible for making sure billings are in agreement with purchase orders, and address discrepancies with the purchaser. The AP Specialist will also reconcile vendor statements to ensure all billings are in house at the end of each month, and file 1099 forms at the end of each calendar year.

**RESPONSIBILITIES:**

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- Match invoices daily to POs and packing slips and check for accuracy in dollars and terms.
  - Complete a weekly check run every Friday.
  - Reconcile vendor statements monthly.
  - Update the company checkbook with payments made.
  - Maintain a weekly hold report, giving status updates on invoice/purchase order discrepancies.
  - Maintain a weekly purchase order projection.
  - File required Forms 1099 at the end of each calendar year.
  - Performs other related duties as assigned.

**REQUIREMENTS:**

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**Hours/Days:** Regular hours are Monday through Friday 7:00 a.m. to 5:00 p.m. Additional hours may be need in our peak season months (April to June).

**Education:** Two years college level classes in Accounting or previous experience in a similar role.

**Experience:** Two years of previous Accounts Payables experience. Working proficiency in Microsoft Office applications with strong Excel skills.

**Abilities/Strengths:** Strong organizational skills while maintaining a high level of accuracy and attention to detail.

**Physical Requirements:** Most work is performed at a desk in an office setting. Must be able to listen/speak on the telephone and spend long periods of time at a computer.