

Accounts Payable Specialist

Syracuse NY

Job description

The Accounts Payable Specialist responsibilities include verifying invoices, processing payments, and performing account reconciliations as needed. Ultimately, you will work together with our accounting team to ensure our organization's expenditures are accurate and follow established process and procedures which are standardized across the organization.

Requirements:

Essential Minimum Duties and Responsibilities:

- Receiving, processing, verifying and reconciling invoices
- Weekly check runs
- Validate and enter vendor and service invoices into our ERP system (Epicor)
- Identify and resolve invoice discrepancies
- Work with both domestic and international invoices
- Collaborate with internal departments to gather, analyze and interpret financial data
- Work with the organization's day-to-day financial transactions, including payables, corporate credit card reconciliations and other specialized tasks
- File Invoices which have been entered on a daily basis
- Work with additional departments such as Purchasing and Sales
- Charge expenses to accounts and cost centers
- Verify vendor accounts, address purchase order issues and invoice or payment discrepancies
- Handle communications with vendors via phone or email when needed.
- Assist with audit requests.
- Keep informed of regulatory requirements and best practices related to accounting

Required Skills/Preferred Qualifications:

- Associate degree with 1-5 Years experience, or equivalent combination of experience and education.
- Solid understanding of basic accounting principles and purchase order processes.
- High degree of accuracy and attention to detail and deadlines.
- Strong data entry

\$25.27 - \$43.50 an hour - Full-time