



Accounts Payable Specialist

position summary

In this full-time position, the Accounts Payable Specialist is responsible for the maintenance of the Company's accounts payable processes, records, ledgers, and balances. This position reconciles monthly reports and completes assignments to ensure timely processing of payments.



responsibilities

- Review and approve employee expense reports and follow up with employees as appropriate to obtain necessary documentation.
- Process vendor and subconsultant invoices for payment.
- Initiate employee direct deposit expense report reimbursements.
- Assist, as needed, with entering field employee time and expenses into Company's accounting system.
- Process and deliver check requests.
- Process 1099s.
- Complete monthly in-house expense entries including GPS, sharepoint site, Fulcrum charges, etc.
- Support client invoicing. Cross train with existing staff to provide support when needed.
- Maintain client and subconsultant contact relationships, including prompt response to payment and other inquiries.
- Provide year-end support as needed. Including, but not limited to, reporting, documentation, and custom spreadsheets.

required qualifications and experience

- Associates Degree or Certificate in Accounting or at least 2 years of post-secondary study in Accounting, Finance, or related field.
- Knowledge of financial reporting, general ledger entry, and accounting principles.
- Ability to organize tasks and "own the process."
- Ability to learn quickly and competently manage details to ensure accuracy.
- Time management skills and the ability to meet deadlines.
- High level of integrity and ethics.
- Comfort in a team environment with changing priorities and deadlines.
- Ability to work independently and take initiative to improve processes.
- Competency in MS Office (Word, Excel, Outlook) and Adobe Acrobat.
- Team player and ability to collaborate with other teams in the organization.
- Attention to detail and ability to multi-task is an asset.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.

Candidates interested in applying should submit a completed Application for Employment to merjent.applicantpro.com.

Merjent, Inc is an Equal Opportunity Employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other legally protected factors. Disability-related accommodations during the application process are available upon request.