

**Position Profile:**

The Accounts Payable Specialist is responsible for processing all incoming invoices from vendors and administering outgoing checks. This role is responsible for all departmental check requests and maintains vendor Certificates of Insurance and 1099 files.

**Work Responsibilities:**

**Process vendor invoices:** Review all vendor invoices for appropriate documentation, approvals, and support and enter into Syteline ERP system

- Match vendor invoices with packing slips and voucher invoices.
- Monitors, adjusts and process discounts.
- Research discrepancies on purchase orders with buyers before vouchering.
- Process check run weekly and online payments as needed.
- Identify personal and departmental shipping, communicating information to Accounts Receivable Clerk for billing, and collect receivables for employee personal charges.
- Reconcile vouchers payable report quarterly searching for duplicates and expensed purchase orders, making adjustments as appropriate.
- Enter and processes payment of American Express statements.
- Audit UPS invoices and contact UPS for credits when necessary.

**Respond to vendor inquiries:** Manage vendor calls and emails inquiring about shipping, invoicing, payment issues, and communicate deductions taken.

- Maintain vendor files in both Syteline and on-site hard copy.
- Prepare and issue 1099s to required vendors.

**Track spending charges:** Maintain appropriate records for spending charges

- Provide invoice copies monthly for capital and prepaid spending.
- Process internal check requests.
- Research posted transactions as requested.
- Maintain expense report and check request forms.

**General Responsibilities:**

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

**Performs other work as assigned.**

**Minimum Qualifications**

- Associates Degree or equivalent work experience.

**Computer and/or software qualifications:**

- Proficient in the use of personal computers, internet and Microsoft Office suite including Word, Excel & Outlook.
- Experience with enterprise planning software platforms (ERP).

**Required Core Competencies:**

- Ability to communicate effectively (verbally and written).
- Ability to understand and accurately apply basic math skills.

- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or department needs.
- Ability to work collaboratively and building working relationships with coworkers, vendors and/or customers.

**Preferred Qualifications:**

- Additional specific experience working in an Accounts Payable function.

**Travel Requirement:** none

**Working Environment and Physical Demands:**

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur.