



Accounts Payable Specialist

Reports to: Accounting Supervisor
FLSA Status: Non-Exempt
Shift: 1 (Days)

Department: Accounting
Location: Seattle

JOB SUMMARY:

Under minimum supervision, performs full Accounts Payable cycle and accounting functions according to established procedures or as directed by the Accounting Supervisor.

The person filling this position will perform a variety of routine Accounts Payable duties.

Responsible for processing invoices in a timely and efficient manner including purchase order invoices and miscellaneous invoices. The qualified person will work closely with the Purchasing Department and appropriate levels of management to ensure accurate and timely payment of our vendors. This person will maintain positive working relationships with both our external vendors and our internal customers.

ESSENTIAL FUNCTIONS:

Responsible for the processing and verification necessary to ensure accurate payment of all legitimate invoices on a timely basis by means of the following procedure:

- Processes P.O. related invoices, accurately and timely. This process will include the verification of costs, quantities and part numbers. Discrepancies will be identified and discussed with the Purchasing Department.
- Routes miscellaneous invoices (non-purchase order) to proper managers for approval for payment according to the signature authority matrix.
- Assist in preparing weekly payment batches including checks, ACH, wires and credit card payments.
- Assist in month end close including AP accrual journal entry and sub ledger reconciliations.
- Assist in resolving vendor discrepancies and past due balances, as well as being responsible for the timely reconciliation of vendor statements.
- Respond timely to all vendor correspondence.
- Performs other duties as required to support the Accounting Department.

Knowledge Skills and Abilities:

- Attention to detail, accuracy and speed.
- Self-starter with the ability to juggle competing priorities; organized; ability to meet deadlines
- Uses experience and judgment in the application of basic accounting practices as related to Accounts Payable.
- Strong Excel skills including sort/filter, VLOOKUP, mail merge, etc.
- Requires initiative, strong analytical and problem solving skills.
- Proficient 10-key and keyboarding abilities; strong computer skills and abilities
- Excellent verbal and written communication skills.
- Positive attitude, customer oriented, strong sense of accountability and responsibility.

Education/Experience:

- High school graduate or GED equivalent. Associate degree preferred.
- Minimum of 2 years of accounts payable or related educational experience

