

## Sr. Accounts Payable Specialist

### Duties:

- Responsible for complete accounts payable process including receiving, matching and entering invoices, obtaining approvals, and initiating payments via check, wire or ACH through weekly or off-cycle payment batches
- Ensure timely follow-up and resolution of internal and external inquiries of vendor invoice/payment issues
- Support monthly AP close activities as needed (e.g. assisting with journal entries, cash reconciliations, accruals)
- Oversee expense reimbursement and reporting
- Maintain cash requirement forecasting
- Collect W9's and issue annual 1099s
- Perform ad hoc duties, including assisting with year-end audit
- Oversees maintenance of accounts payable files and records
- Management of one Accounts Payable Specialist

### Requirements:

- 5+ years related experience
- Proficient with computer technology and Excel, Word, Outlook, and accounting systems
- Attention to detail
- Excellent communication skills
- Strong organizational, problem-solving, and analytical skills; able to manage priorities, deadlines and workflow
- Team player with a positive attitude.