

## Accounts Payable Specialist

Westminster is seeking a highly organized and thorough accounts payable specialist. The ideal candidate will have the ability to multitask, track budget expenses, analyze information, and will have experience with data entry and accounting/financial software. The Accounts Payable Specialist is a team player with excellent attention to detail.

This person will:

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities, verifying federal ID numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Ensures credit is received for outstanding memos.
- Issues stop-payments or purchase order amendments.
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by filing documents.
- Disburses petty cash by recording entry and verifying documentation.
- Posts customer payments by recording cash, checks, and credit card transactions.
- Processes bank deposits.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.

Required Skills:

- Proficiency with Microsoft Office Suite
- Effective communicator both verbally and in writing
- Experience managing vendor relationships

Education, Experience, and Licensing Requirements:

- High school diploma, GED, or equivalent required
- Bachelor's degree in accounting, finance, or related field a plus
- Previous accounts payable experience preferred