



## Accounts Payable Specialist Job Description

**Job Title:** Accounts Payable Specialist

**Department:** Accounting

**Reports To:** Regional Property Manager

**FLSA Status:** Non-Exempt (eligible for overtime)

### **SUMMARY:**

The Accounts Payable Specialist researches and resolves vendor issues while still being heavily involved in daily invoice processing. Analyzes vendor accounts and negotiates extended terms with vendors as well as prepares accounts payable reports and maintains all accounts payable files. The Accounts Payable Specialist will prepare analysis of accounts, vendors, and other accounts payable report needs as required. All Herron Property Management employees are required to display professionalism and uphold the core values of respect for the individual, integrity, teamwork, customer service, and achievement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

- Processes invoices, expense reports and payments timely and accurately
- Reconciles vendor statements and resolves vendor conflicts
- Performs month-end close duties
- Maintains current received not invoiced report. Reconciles credit card vendor reports monthly. Independently able to resolve vendor discrepancies within the established guidelines and ensure compliance with policy and procedures
- Will guide new associates regarding procedures related to accounts payable, general ledger mapping and account structure

- Responsible for special projects as assigned as well as implementing processes and customer service improvement initiatives
- Train new Accounts Payable Specialists and assist with on-boarding new accounts payable employees as well as reviews related work as needed and provides approval when necessary
- Perform other duties as assigned

### **EDUCATION and/or EXPERIENCE:**

Education and experience include, but may not be limited to:

- Knowledge of accounts payable procedures and practices, general knowledge of accounting software, maintaining general ledgers
- Excellent customer service skills providing prompt response to customer and vendor inquiries
- Excellent communication skills required both verbal and written
- Intermediate skills in Microsoft Office applications necessary
- Ability to maintain a high level of accuracy in a fast-paced environment, handling a large volume of work daily
- Minimum 3 years' experience in a fast paced, high volume accounts payable environment
- Strong problem resolution and reconciliation skills

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual is a plus (Spanish).

### **MATHEMATICAL SKILLS:**

Strong math and analytical skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and formulas.

### **REASONING ABILITY:**

Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

### **COMPUTER SKILLS:**

Should be comfortable using Word, Excel, and email.

**PHYSICAL DEMANDS:**

Must be physically able to walk, stoop, kneel, carry and lift up to 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The employee is required to stand, walk, and sit. Employees must be able to hear to perform their essential job functions.

**WORK ENVIRONMENT:**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**ADDITIONAL REQUIREMENTS:**

An Accounts Payable Specialist must fulfill the performance standards of this position and comply with policies, rules and procedures of the company. Including those set out in the Employee Policy Manual, or otherwise communicated (verbally or in writing) to employees.

This job description is intended to describe the general nature and responsibilities of this position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by supervisors, managers or other company officials.

This job description does not constitute an employment contract between the company and any employee.