

## **Accounts Payable Specialist**

Classification: Part Time

### **Position Summary**

The Accounts Payable specialist works under the supervision of the Accounting Manager and is responsible for maintaining and controlling the General Ledger accounts and business transactions needed to prepare the monthly financial statement.

### **Essential Job Duties**

#### **Accounts Payable**

- Daily processing of vendor invoices, including verifying with PO receipts, coding for proper expense accounts; entry into ERP system
- Weekly payments: checks, ACH, wire transfers
- Vendor inquiries
- Bi-weekly employee expense report processing for reimbursement
- Monthly, quarterly, and annual reporting of sales tax and royalty payments
- Monthly processing of corporate credit card expenditures
- Maintaining vendor files
- Annual 1099 filing

#### **Additional Duties**

- Provide information and support to other departments as required
- Assist in annual audit
- Other duties as assigned

#### **Qualifications:**

- Major or minor in Accounting preferred

#### **Essential Skills**

- Ability to read and understand financial reports
- Attention to detail, time management
- Excellent written and oral communication skills with ability to clearly communicate to all levels of management
- Distinctly self-motivated with the ability to multitask and prioritize to meet deadlines
- Proficient in data entry and management
- Demonstrate attention to detail, good record keeping and organizational skills
- Team player who can collaborate with other teams in organization in addition to being able to work independently

#### **Physical Requirements and Working Conditions**

- This job is to be performed at the Telos Alliance office in Cleveland, Ohio with potential remote hybrid flexibility