

Position Title: Accounts Payable	Department: Accounting	Reports To: Accounting Manager
Level: Mid- Level	FLSA Status: Salary	Supervisory Requirements: N/A
<p>Position Summary: The Accounts Payable Specialist is responsible for accurate entry of financial transactions to ensure prompt and accurate payment of Supplier invoices and expenses. This role requires experience, competency, discretion, and attention to detail, as well as interpersonal skills for dealing with members of the Burt Process accounting and purchasing team as well as building a rapport with suppliers.</p>		
<p>Essential Functions:</p> <ul style="list-style-type: none"> • Process supplier invoices accurately and efficiently • Maintain electronic and physical filing methods for payables • Accurately reconcile supplier statements • Set up new supplier accounts, including collecting and maintaining supplier documentation (W9s and Insurance Certs). • Assist in special projects and handle overflow work for Accounting department as necessary • Investigate discrepancies and resolve supplier billing issues • Accurately document and maintain red folder process for entry issues • Communicate with suppliers to provide payment status or request documents as needed • Ensure invoices match against Purchase orders • Follow up on pending items to ensure prompt resolution • Engage in and facilitate exceptional team communication and collaboration, to ensure that all customer and supplier needs, and BPE company objectives, are fulfilled. 		
<p>Knowledge & Skills:</p> <ul style="list-style-type: none"> • Accounting • Excellent Written and Verbal Communication • Team-oriented • Problem Solving /Logical thinking • Multi-tasking and time management • Prioritization • Data Entry Accuracy • Detail-oriented • Self-starter/Self-directed • Proofreading • Organization 		
<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Previous ERP experience is preferred (Epicor P21 & IFS) • 2-5 years of experience with Accounts Payable processes. • Familiar with Computers/ software and MS Office package (Excel, Word, Power Point) • Familiar with other basic accounting principles and regulations 		
<p>Physical Requirements:</p> <ul style="list-style-type: none"> • Must be able to work sitting most of the day • Must be able to regularly use hands for typing and computer use • Frequently bend to file and maintain files 		
<p>Environment:</p> <ul style="list-style-type: none"> • Typical professional office setting • Must be able to handle varying levels of stress • Routinely use standard office equipment including phones, computer, copiers, printers, etc • Must contribute to a positive working environment 		

All duties and responsibilities are essential job functions and requirements of this position. These are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the team member(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill and abilities for this position. This in no way states or implies that these are the only job duties to be performed by the team member(s). Team member(s) will be required to follow any other job-related assignments, instructions and duties instructed by authorized personnel.

This document does not create an employment contract, implied or otherwise other than an "at will" relationship.

Employee Signature

Employee Name (Printed)

Date

Manager Signature

Manager Name (Printed)

Date
