

## Accounts Payable Specialist

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Company: Roessel Joy

Location: India

Category: office-and-administrative-support

### Job Description

An advertising/marketing company is seeking to hire an AP Specialist. Looking for a candidate who can come in and perform high-volume AP entry and handle vendor reconciliation work. The ideal candidate has 2+ years of experience in a high volume AP processing environment, has strong systems experience, and can work onsite.

### Duties:

- Process invoices, purchase orders, and expense reports
- Review invoices for accuracy and completeness
- Verify coding and obtain necessary approvals for payment
- Enter invoices into the accounting system with attention to detail and accuracy
- Reconcile vendor statements and resolve any discrepancies
- Prepare and process weekly check runs or electronic payments
- Maintain accurate records of all accounts payable transactions
- Assist with month-end closing activities related to accounts payable
- Collaborate with internal teams to resolve any payment issues or inquiries
- Ensure compliance with company policies, procedures, and SOX controls

### Requirements

- Proficiency in ADP, UltiPro, PeopleSoft, or similar accounting software

- Strong knowledge of double-entry bookkeeping principles
- Ability to analyze financial data and identify discrepancies or errors
- Excellent attention to detail and accuracy in data entry
- Solid understanding of financial concepts related to accounts payable
- Familiarity with account reconciliation processes
- Strong organizational skills with the ability to prioritize tasks effectively
- Excellent communication skills, both written and verbal

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