

The Accountant – Accounts Payable position will be responsible for computing, classifying and recording financial transactions to ensure the financial records of the organization are accurate. The Accountant – Accounts Payable will also perform routine financial calculations and general ledger duties. The Accountant – Accounts Payable may also check the accuracy of calculations performed by other employees.

Essential Functions:

- Codes such items as invoices, vouchers, expense reports, check requests, etc., with correct codes conforming to standard procedures to ensure proper entry into the financial system.
- Monthly credit card statement reconciliation.
- Calculates sales tax based on paid invoices.
- Handles all vendor correspondence via phone or email.
- Process purchase order requisitions.
- Attaches the corresponding purchase orders to incoming invoices with all supporting documentation.
- Investigates and resolves problems associated with processing of invoices and purchase orders.
- Prepares batch check runs, and validates information is correct before paying vendors.
- Assists with monthly status reports, and monthly closings.
- Reconciles various accounts by identifying errors in posting or omissions by applying appropriate accounting standards.
- Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
- Files, maintains, and distributes accounting documents, records and reports.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Answer main telephone line and greet visitors as backup responsibilities.
- Performs other duties as required to support Accounting Department.

Preferred Talents:

- Ability to multi-task
- Ability to follow verbal and written instructions.
- Knowledge of spreadsheets and accounting software.
- Sage Intacct experience a plus
- Open to change and willing to learn new skills
- Ability to follow up on pending issues
- Ability to meet deadlines
- Excellent written and verbal communication skills

-- Strong organizational skills; must be detail oriented

- Self-starter
- 3-5 years accounts payable experience

Knowledge, Skills, and Abilities

- Ability to work in a teamwork environment.
- Must understand principles of accounting functions and generally accepted accounting principles.
- Must have strong computer skills with a working knowledge of Excel and Word and have the ability to learn new programs quickly. Knowledge and experience of accounting, statistical and financial reporting.
- Familiarity with telecommunications accounting is desirable but not essential.

Job Type: Full-time