

Accounts Payable Specialist

Description

- Keeping track of all payments and expenditures, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Maintaining historical records.
- Paying vendors by scheduling payment and ensuring payment is received for outstanding credit.
- Monitoring all vendor payment agreements to find discounts that can be used to reduce invoice amounts.
- Paying all sales tax on appropriate invoices and making a note of each tax payment made.
- Keeping track of credits owed to the client and ensuring all credits are properly applied to vendor payments.
- Reconciling payable reports each month to confirm that all amounts paid were accurate.
- Assisting in the preparation and maintenance of A/P manuals, reference guides, and educational tools that support A/P operations.
- Analyzing industry trends, proactively seeking ways to improve current process and maximize efficiencies for the client.
- Preparing analyses of accounts and producing monthly reports.
- Assist with special projects and ad-hoc request as directed by management
- Other duties as they arise.

Responsibilities

- Ability to work independently with little supervision.
- Ability to use Microsoft productivity software such as Excel and Word and other A/P related software. Previous experience with Bill.com or Chrome River, strongly preferred.
- Excellent attention to detail.
- Strong organizational aptitude with ability to document process and workflow.
- Effective corporate communication skills with ability to establish and maintain relationship with partners, attorneys, finance staff, clients and third-party vendors
- Ability to consistently meet deadlines.
- Service oriented and self-motivated, consistently performing with a high sense of urgency and pride in output.
- Law firm or other professional services experience preferred.

Qualifications

- Bachelor's Degree in Accounting, Finance or related discipline.
- 2+ years in a corporate accounting role.
- 2+ years' experience in accounts payable.

Hiring organization

Pulse HRM

Employment Type

Full-time

Job Location

Goa

Working Hours

US Shift

Date posted

October 21, 2024

Valid through

22.11.2024