

Firm/Company Name:		Website:	
Job Title:		Work Option:	[i.e.: onsite, hybrid, remote, etc.]
Department/Group:		Posted By:	
Location:		Travel:	
Salary Range:		Position Type:	[i.e.: full-time, part-time, etc.]
HR Contact:		Date posted:	

At **Mintzer Sarowitz Zeris & Willis PLLC**, we rely on a meticulous financial system to drive our business forward. Our Accounts Payable department keeps that system running smoothly by managing cash flow and paying vendors and suppliers. We are searching for a skilled financial specialist to join our Accounts Payable team to help process, track, and record payments in an accurate, efficient, and timely manner. The Accounts Payable Specialist will have a daily, ongoing impact on financial transactions, keeping us on track, on time, and on good terms with our valued partners.

Objectives of this role:

- Support the company in optimizing its financial transactions and systems.
- Strengthen and grow relationships with vendors and suppliers through timely payments.
- Assist in streamlining and improving the accounts payable process.
- Exercise integrity and confidentiality in financial reporting.
- Comply with national and local financial regulations.

Accounts Payable Specialist Responsibilities:

- Processing invoices: Receiving, verifying, and processing invoices, receipts, and credit cards.
- Reconciling accounts: Comparing purchase orders and requisitions prices, and terms of payment to reconcile discrepancies.
- Maintaining records: Keeping track of payments, expenditures, and historical records.
- Preparing payments: Scheduling payments and ensuring payment is received for outstanding credit.
- Managing accounts: Handling accounts payable for vendors and separate entities.
- Analyzing workflow: Analyzing workflow processes and improving the payment process.
- Assisting with financial procedures: Assisting with budgeting and financial procedures.
- Adhering to company standards: Following accounting principles and company standards.
- Producing reports: Preparing monthly reports, analyses of accounts, and ad-hoc reports for managements.
- Any of duties assigned by management.

Accounts Payable Specialist Skills and Qualifications:

- High school diploma or equivalent.
- 3+years of experience of working as an Accounts Payable Specialist or similar accounting positions.
- Understanding of basic principles of finance, accounting, and bookkeeping.
- Strong mathematical skills.
- Strong communication and teamwork skills.
- Good organizational and time-management skills.
- Close attention to detail, ability to meet tight deadlines.
- Ability to maintain confidentiality of company and partner information.
- **TABS3** software a plus.

Benefits:

- Medical, Dental, Vision, and STD
- Life Insurance, 401K Retirement Plan
- Paid Time Off – accrued.
- Competitive Salary