



Job Title:	Accounts Payable Specialist
Job Description	
Reports To:	Controller

The Accounts Payable Specialist is responsible for the completion of payments while controlling expenses by receiving, processing, verifying, and reconciling invoices.

Responsibilities

- Review all invoices for appropriate documentation, packing slips and PO's, and approval prior to payment, monitoring for discount opportunities and avoid late fees.
- Prioritize invoices according to cash discount potential and payment terms.
- Review and analyze invoices for sales/use tax compliance.
- Allocate expenses to appropriate general ledger accounts.
- Prepare and process weekly payments (checks, wires, and ACH).
- Pay employees by receiving and verifying expense reports.
- Reconcile various management reports, vendor, and financial reports.
- Reconcile vendor statements, research and correct discrepancies.
- Respond to all vendors inquiries.
- Assist in month end closing.
- Create and maintain spreadsheets and report summarizing costs.
- Maintain vendor account files, including compliance for 1099.
- Protect organizations value by keeping information confidential.
- Process W-9's, direct deposit forms, and factoring company paperwork.

Preferred Qualifications

- Candidate **MUST** be a self-motivated and detail-oriented person with high drive to be able to focus in a high tempo environment with ability to adapt to changing situations on a daily basis.
- 2+ years of Accounts Payable experience.
- High school diploma required, college courses in accounting preferred.
- Possess strong organizational and time management skills.
- Must be able to follow standard filing procedures.
- Proficient in Excel and Word.
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures.
- Ability to build strong relationships and effectively communicate with senior level executives, employees, and vendors.
- Pay scale will be determined by qualifications. Fall bonus based on performance.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This may include mandatory overtime, weekends and occasional holiday work during season.

If this document is used for training, employee must sign below

Hartung Brothers Inc.		Employee Position	Location	Approved By
Issue Date		Accounts Payable Specialist	Madison	