



Job description

location	:	Elmont, New York
job title	:	Accounts Payable Specialist
department	:	Finance
supervisor	:	Accounting Manager

Position Description

We're a global freight forwarder, located and headquartered in Elmont, NY, currently seeking a highly motivated and focused Accounts Payable Specialist. The ideal candidate is responsible for providing support to management and maintaining daily accounting functions.

Qualifications & Experience:

- Accounting or Finance related college degree.
- Minimum 3 years' experience in an Accounts Payable role.
- Freight forwarding industry experience a plus.
- Oracle NetSuite experience a plus.

Knowledge/ Skills and Abilities for AP:

- Accounts Payable including Trade, Non-Trade and Agents.
- Sort and match vendor invoices.
- Monitor vendors to ensure timely payments per credit terms.
- Reconcile vendor statements.
- Respond to vendor inquiries and maintain vendor files.
- Aid in Implementation of standard procedures and internal controls to improve the accuracy and efficiency of the Accounts Payable function.
- Participate in completion of month-end close procedures, including reconciling AP G/L accounts and bank accounts.
- Review AP Aging on a regular basis and investigate any outstanding amounts due.
- Other duties as necessary.

Other Requirements:

- Must be proficient in Microsoft Office (Excel and Word) and Outlook.
- Strong attention to detail is required. Self-starter. Proven ability to meet deadlines.
- Must be extremely organized and task oriented.
- Strong analytical and quantitative skills, i.e. basic Accounting.
- Strong verbal, written and interpersonal communication skills with the ability to interact effectively and professionally with management, vendors and colleagues.
- Team Player.

Solicitations from 3rd Party Recruiters will not be reviewed.

Resumes should be sent to flavoratore@wen-parker.com.