



## Job description

Location	:	Elmont, NY
Job Title	:	Accounts Payable Specialist
Department	:	Finance

### Position Description:

Review, validate and post AP Invoices to correct Files.  
Identify discrepancies and communicate with Teams prior to posting.  
Process daily & weekly payments to Vendors.  
Post daily ACH Payments from the Bank Accounts to the AP Portal.  
Ensure the bank balances matches the GL.  
Reconcile and post credit card statements.

### Qualifications & Experience:

1. Associates Degree
2. Minimum 3 years' experience in freight forwarding industry and Accounts Payable.
3. Experience with Oracle NetSuite a plus

### Knowledge/ Skills and Abilities:

1. Experience in processing AP
2. Experience in working with freight forwarding systems.
3. Knowledge of Accounting GAAP principles
4. Work requires professional written and verbal communication
5. Interpersonal skills.
6. Strong organizational operational skills.
7. Commitment to get the job done.
8. Strong Microsoft Office Skills-V lookup, Pivot Tables and Excel.
9. Ability to work either independently or collaboratively as needed.

### Other

- Perform other tasks as assigned by direct supervisor.

### Contact

- Interested candidates should send resumes to [boneill@wen-parker.com](mailto:boneill@wen-parker.com)