

Job description

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

Position Description

- Hybrid remote role in a great workplace environment.
- Provide financial and administrative support to a growing organization.
- Complete payments including processing, verifying, and reconciling invoices.
- Responsible for all payment cycle activities in a timely and efficient manner.
- Identify discrepancies and communicate with Teams prior to posting.
- 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

- Associates Degree.
- Understanding basic bookkeeping and accounting skills is required.
- Attention to detail and data entry skills are important requirements.
- Minimum 3 years' experience in freight forwarding industry and Accounts Payable.
- Experience with Oracle NetSuite a plus.

Knowledge/ Skills and Abilities

- Experience in processing Accounts Payable invoices.
- Experience in working with freight forwarding systems.
- Work requires professional written and verbal communication.
- Interpersonal skills.
- Strong organizational operational skills.
- Commitment to get the job done.
- Strong Microsoft Office skills – Excel vlookup and pivot tables.
- 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.