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Accounts Payable Specialist

An innovative, expanding, international company rooted in the **Annapolis / Kent Island** area of **Maryland** is looking for an experienced professional to join the team as an **Accounts Payable Specialist** for their Stevensville, Maryland office. As a customer-centric, family-oriented organization, we focus on career-minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the **Vice President of Finance**.

Duties and Responsibilities:

- Completes daily accounting operations including vendor account reconciliations and invoice data entry
- Pulls receipt of goods and reconciles against purchase orders
- Contacts purchasing or shipping and receiving department for pricing discrepancies, invoice approval, and resolutions with vendors
- Reconciles petty cash
- Prepares reports by compiling summaries of accounting details
- Pulls credit card statements for employee expense reports
- Maintains and provides credit applications, 1099s, and certificates of insurance
- Operates in ERP system to process invoices, reconcile transactions, and process PO invoice receipts
- Processes credit cards provided by customers
- Prepares weekly check runs and electronic payment files
- Communicates with vendors regularly about open invoices and payments
- Performs clerical accounting duties including filing records, printing checks, etc.
- May be asked on occasion to perform other duties not related to this job description.

Expectations:

- Strong organizational and communication skills
- Ability to multitask, and handle a variety of inquiries with knowledge and tact
- Team Player

Education and Experience:

- Associates Degree in Accounting, Business or similar preferred
- 2+ years of experience in an Accounts Payable role, or similar
- Excellent computer skills. Proficient in Microsoft Office Suite
- Ability to work in a fast-paced manufacturing environment

Benefits & Compensation:

- Salary commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available