



## ACCOUNTS PAYABLE SPECIALIST

### Overview

As our Accounts Payable Specialist, you are the receiver of expenses and the payer of invoices. OK... there is certainly more to it than that and if you have worked as an Accounts Payable Specialist before you know that already. Essentially you are key in any business to process all the steps required from creation of a purchase order or receipt of an invoice to the recording of approved payments in the accounting system so that bills are paid on time. The information required to collect comes in all forms; in paper, email, video calls, in person collaboration, and more. You will organize it within the process and take it to the payment finish line. Come join our small but mighty Finance & Accounting team and help us grow as OLEDWorks grows.

### What You'll Do Every Day

Each day, you will review incoming email/mail for invoices to be paid and prioritize what needs to be completed according to the monthly financial cycle or weekly check run deadline. You will review invoices for accuracy, match up documentation, gain approvals, and work with employees to make corrections. We are making the leap from QuickBooks to Epicor for our accounting/ERP system this year, so you will use both. Once you have made all accounting entries, you will run an AP report for the week's check run, prepare the documentation to present for final review, print and assemble checks, and make payments.

You will also manage the purchase order (PO) process which includes generating purchase orders, helping others adhere to the PO guidelines, and running and reconciling regular open PO reports. Company credit card transaction will also be managed by you. This includes monitoring purchases, collecting documentation, and reconciling purchases in the accounting system. As you likely know, your job requires organizing, filing and retention of a variety of paperwork. We will look to you to setup, scan, and file accordingly.

### Skills You Must Bring

You bring an Associate's level education and aptitude in accounting or finance and some hands-on working experience. You are extremely nimble when using different types of software and know your way around current office technology including video chat software such as Microsoft Teams. You can adapt within a changing and growing company environment and seek out solutions with a positive outlook. You are organized and take pride in your accurate and consistent work. You have demonstrated the delivery of great internal customer service in previous employment and understand the importance of the same at OLEDWorks.

**Apply here or submit your resume and cover letter to [careers@oledworks.com](mailto:careers@oledworks.com). If you want to see the more detailed job description, [click here](#).**

*OLEDWorks is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, protected veteran status, or any other characteristic protected by law.*