AMP Services

https://www.ampservices.com/job/accounts-payable/

Accounts Payable Specialist II

Hiring organization
AMP Services

Employment Type
Full-time

Industry
Outsource Restaurant Accounting

Job Location
200 W Mercer Street, Suite 511, 98119, Seattle, Washington, United States

Description

The Accounts Payable Specialist II position involves providing financial, clerical and review support to the AMP Services team and our clients. The role is to review recorded expenses by processing payments, verifying, and reconciling invoices, and taking a more involved role to support the Accounts Payable Department and review of accounts payable clerical work. The Accounts Payable Specialist II position involves client management with an emphasis on client and vendor communication. The role involves overseeing and reviewing work done by an Accounts Payable Specialist I to ensure data is accurate and deadlines are met.

Responsibilities

- Correspond appropriately and timely with clients and vendors regarding all Accounts Payable activities.
- Oversee timely and accurate processing of vendor invoices.
- Review to ensure invoices are coded correctly using AMP/Client chart of accounts.
- Review imports from PlateIQ and/or Radar for accuracy.
- Resolve vendor inquiries and statement discrepancies.
- Provide exceptional customer service to our clients and their vendors.
- Review prepared suggested vendor payment schedules for accuracy to ensure vendor payments are processed properly.
- Ensure all reoccurring payments (rent, utilities etc.) are paid on schedule.
- Complete Accounts Payable period-end close activities for multiple clients.
- Review assigned AP Specialist I’s work and provide immediate feedback to team members.
- Maintain financial security and integrity by following internal accounting controls.
- Maintain organized accounts payable files and updates vendor records as required.
- Work collaboratively with other employees to ensure all AP results are achieved.
- Participate in team meetings and work on processes to improve efficiencies.
- Assist or perform on special projects and other related duties as assigned.
- Request missing invoices from vendors, to be sent to the client for approval.
- Send missing bank and credit card activity to client for additional information as necessary.
- Communicate missing 1099/W9 data to client for obtainment.
- Review and processing of periodic preparation of vendors for 1099 processing.

Qualifications

- 1-2 years of experience doing accounts payable work.
- Need strong computer and Microsoft Office skills.
- Experience with QuickBooks, Great Plains or other accounting software.
- Strong understanding of General Ledger system and Accounts Payable processing
- Strong organizational, analytical and recording skills
- Detail oriented
- Restaurant industry experience is a plus.