



Accounts Payable Specialist

Location: Ann Arbor MI

Summary / Objective

The Accounts Payable Specialist will provide financial, administrative and clerical support by ensuring payments are completed and expenses are controlled by processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner.

Essential Functions

- Keeping track of all payments and expenditures, purchase orders, invoices, statements, etc.
- Maintaining historical records
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Continuing to improve the payment process
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Maintains accounting ledgers by verifying and posting account transactions.
- Disburses petty cash by recording entry; verifying documentation.
- Protects organization's value by keeping information confidential.
- 1099 maintenance

Competencies

- Ensures compliance with all company policies, procedures and business ethics and ensures that the policies are communicated and implemented within their team
 - Knowledge of basic accounting principles
 - Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
 - High degree of accuracy, attention to detail and confidentiality
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- Excellent data entry skills
- Effective organizational, communication and time management skills
- Ability to work independently or as a team member
- Excellent customer service

Education and Experience

- High School Diploma or GED; Associates Degree or equivalent from a two year college or technical school preferred
- 1-3 years accounts payables or general accounting
- Experience with month end close of AP including journal entry and reconciliation
- Knowledge of general accounting principles, regulatory standards and compliance requirements
- Quickbooks experience preferred

Location Services is the nation's only vertically integrated provider of end-to-end recovery, skip tracing, LPR, locksmith and transportation services within the automotive industry. We deliver more than just our services. Our strong drive for building relationships with our client and vendor partners is evident in our business operations and culture. Our dedicated staff caters to our client's SLA needs with integrity and commitment.

Location Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Location Services complies with applicable state and Local laws governing nondiscrimination in employment in every location in which the company has facilities.

Applicants must be legally authorized to work in the United States