
POSITION: Accounts Payable Specialist

LOCATION: Fort Myers, FL or Houghton, MI

CLASSIFICATION: Non-Exempt

REPORTS TO: Accounting Supervisor

POSITION DESCRIPTION

The Accounts Payable Specialist will be the primary point of contact for Accounts Payable (AP). The Accounts Payable Specialist will follow accounting practices established by Somero Enterprises with regard to accountability, confidentiality, reporting, organization and detail, systems and procedures.

PRINCIPAL ACCOUNTABILITIES

- Review, code and update invoices for the USA domain in the Accounts Payable (AP) processing software, Circulus, ensuring compliance with company policies and proper approvals based on department and invoice amount
- Review, code and update invoices in the India Domain in partnership with our India Business compliance partners, Tecnova
- Oversee weekly payment runs including checks, ACH, wires and resolve payment issues
- Process weekly employee expense reimbursements in the Employee Expense processing software, Concur
- Assist new employees by creating their user accounts in Circulus & Concur and provide onboarding support as necessary
- Reconcile AP sub-ledger to the general ledger monthly for USA & India domains
- Coordinate with Purchasing and Receiving to resolve Purchase Order (PO)/invoice discrepancies
- Support annual audits
- Assist with annual 1099 filings
- Manage vendor relationships and resolve discrepancies
- Update Vendor addresses and/or banking information in the company Enterprise Resource Planning (ERP) system QAD
- Identify and implement process improvements for efficiency and accuracy
- Prepare month-end accrual reports and entries for invoices in Circulus & Concur to ensure compliance with Generally Accepted Accounting Principles (GAAP)
- Work safely in an office environment

ATTRIBUTES

- Ability to maintain a positive attitude
- Strong organization skills and attention to detail
- Capable of following processes and initiate process improvements
- Self-motivated team player yet also able to work independently with minimum supervision
- Ability to multi-task and perform well under pressure
- Strong verbal and listening communication skills
- Ability to solve problems using existing systems and processes
- Ability to resolve issues with suppliers and employees

EDUCATION/EXPERIENCE

- 3-5 Years Accounts Payable (AP) Experience required
- Excellent data entry and computer skills including Microsoft products required
- Experience with Enterprises Resource Planning (ERP) system preferred



WORKING CONDITIONS

- Ability to occasionally attend off-site meetings or training requiring
- Ability to work for extended periods of time sitting
- Ability to work extended hours as business needs dictate

JOB DESCRIPTION ACKNOWLEDGEMENT: I have received, reviewed and discussed any questions I may have had about this job description prior to signing this form.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____