

Accounts Payable Specialist

Waste Harmonics is looking for individuals to join our accounts payable department. This position will be responsible for processing vendor invoices while utilizing standard company procedures to ensure proper entry and accuracy.

Accounts Payable Specialist responsibilities include:

- Process various types of accounts payable transactions including data entry of vendor invoices
- Process payables for multiple sites and vendors ensuring all payment deadlines are met.
- Processing high volumes of invoices for payment via 2-way matching of invoice and purchase orders.
- Review all invoices for appropriate documentation and approval prior to payment
- Reconcile vendor statements. Research and correct discrepancies.
- Maintain accurate documentation in accordance with company policies and accepted accounting practices.
- Communicate with suppliers, vendors, other members of the Finance/Accounting staff and other departments within the company.
- Provide support on other finance related projects as requested.
- Provide support for other positions within the Finance/Accounting department.

The qualifications for this position include:

- Accounts payable experience (minimum of 2 years) in a high-volume environment.
- Associates degree in Accounting or Finance preferred but comparable business experience also acceptable
- Proficiency with Microsoft Outlook, Word and Excel applications
- Familiarity with internet based accounting systems (NetSuite, Doc-u-peak) and the waste industry is a plus.
- The ability to communicate with vendors and customers in a professional and efficient manner with excellent verbal and written communication skills
- The ideal candidate should be able to possess the ability to problem solve and multi task, organize and prioritize assignments, display accuracy and attention to detail, be self-motivated and able to work independently.