

Accounts Payable Specialist

Position Summary

Under the supervision of the Finance Manager, performs duties as required to handle the preparation of invoices for data entry. This includes coding of invoices, verification that items were received, matching Purchase Order to appropriate invoice and closing open Purchase Orders in accounting software. Also, enters invoice information into accounting software, processes weekly Accounts Payable checks and files paid invoices.

Position Responsibilities

- Codes invoices with proper program and account number.
- Matches open Purchase Orders to invoices when received.
- Closes out Purchase Orders in accounting software after verification that items were received.
- Enters invoices into computer using accounting software.
- Proofs data entry report for errors.
- Prints Accounts Payable checks on a weekly basis and matches checks with corresponding invoice.
- Files paid invoices in vendor files.
- Follow up with programs for receipts that are needed for check backup.
- Back up Client Funds Specialist.
- Codes and totals incoming checks/cash received to be deposited.
- Spending Money Audits for various houses.
- Other related duties as assigned.

Essential Skills and Experience

EDUCATION: High School Diploma or equivalent.

EXPERIENCE: Three (3) years' experience in Accounts Payable. Must have knowledge of Microsoft Office products, especially Excel.

SKILLS: Ability to work closely with other employees.
Ability to follow instructions and work without direct supervision.
Willingness to accept responsibility.
Ability to organize work logically and schedule duties appropriately.
Ability to meet established weekly deadlines.
Good communication skills.

Benefits

- Medical, Vision and Dental Insurance
- South Carolina retirement plan
- Annual, Sick and Holiday pay

Thrive Upstate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.