



## JOB DESCRIPTION

**Job Title:** Accounts Payable Specialist

**Facility:** Brooklyn Park

**Department:** Accounting

**Reports to:** Controller

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### SUMMARY

The Accounts Payable Specialist ensures timely and accurate processing of invoices and payments, manages vendor relationships, and reconciles purchase orders to maintain financial integrity. This role requires attention to detail, compliance with policies, and collaboration across departments to support efficient operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Process and code vendor invoices accurately
- Match and reconcile purchase orders, invoices, and statements
- Maintain vendor records and documentation including tax compliance and W-9 forms
- Ensure accurate coding and documentation to support timely payment processing
- Monitor AP Aging reports and follow up on discrepancies and outstanding items
- Assist with month-end close activities and provide documentation for audits
- Monitor compliance with internal controls and recommend process improvements
- Collaborate with internal teams to resolve invoice or payment discrepancies promptly
- Understand your role in the companies Quality Management System regarding ISO

### QUALIFICATIONS

- Associate degree in Accounting, Finance, or related field, OR equivalent work experience
- Proficiency in Microsoft Office Suite, especially Excel
- Strong analytical and problem-solving skills
- Excellent communication and organizational skills
- Ability to manage multiple priorities and meet deadlines

### SOFT SKILLS

Adaptability, collaboration, proactive problem-solving, and strong time management skills.

### PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer
- Frequent walking & standing
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*