

City of Washington, GA

Job Title: Accounts Payable Specialist

Job Type: Full Time

Job Summary:

The Accounts Payable Specialist is responsible for managing and maintaining the organization's accounts payable processes, ensuring accurate and timely processing of invoices, payment of bills, and reconciliation of vendor accounts. This role plays a crucial part in maintaining the financial health of the organization by managing cash flow and vendor relationships.

Key Responsibilities:

1. Invoice Processing:

- Review, verify, and process incoming invoices for accuracy, compliance, and proper authorization.
- Match purchase orders, receipts, and invoices to ensure correct payments.

2. Vendor Management:

- Establish and maintain strong relationships with vendors.
- Address and resolve discrepancies or disputes with vendors promptly.

3. Payment Processing:

- Prepare and process check runs, electronic payments, and wire transfers.
- Ensure timely and accurate payments in accordance with payment terms.

4. Reconciliation:

- Reconcile vendor statements to ensure all payments are accounted for and posted accurately.
- Resolve any outstanding balances or account discrepancies.

5. Recordkeeping:

- Maintain accurate and organized records of invoices, payments, and other relevant documentation.
- Ensure compliance with company policies and accounting standards.

6. Reporting:

- Generate and analyze accounts payable aging reports.
- Assist in month-end and year-end closing processes by providing necessary data and support.

7. Compliance and Audits:

- Ensure compliance with internal controls and accounting policies.
 - Provide documentation and support for internal and external audits.
-

Qualifications:

- **Education:** Associate's or Bachelor's degree in Accounting, Finance, or a related field (or equivalent work experience).
 - **Experience:** Proven experience in accounts payable or a related accounting role.
 - **Skills:**
 - Proficiency in accounting software (e.g., SAP, QuickBooks, Edmunds or Oracle) and MS Excel.
 - Strong attention to detail and accuracy.
 - Excellent organizational and time-management skills.
 - Effective communication and problem-solving abilities.
-

Working Conditions:

- Office environment with occasional deadlines requiring extended hours.
 - May include interaction with cross-functional teams and external vendors.
-

To apply, please email Cover Letter and Resume to:

Amanda Miller

Human Resources Manager

amiller@wga.gov

Deadline to apply is 2/6/25

