

Accounts Payable Specialist – Perrysburg

Position Summary:

Full time position responsible for Accounts Payable processing.

Duties:

- Analyze A/P invoices and code to appropriate expense or other G/L account
- Process A/P invoices efficiently and accurately into SamPro
- Processing vendor invoices, check/wire/ACH requests
- Ensure w-9's are complete and accurate and assist with the annual 1099 generation and submission
- Process and mail weekly A/P disbursement checks as needed
- Ensure all A/P entries are accompanied by a scanned copy of the invoice in SamPro
- Validate period and amount billed by vendors against operating system
- Maintain payables filing system
- Timely responding to payment inquiries, review/research invoice and payment problems
- Utilize Microsoft Word, Microsoft Excel, and Adobe Acrobat
- Utilize Outlook for email(s), texting, calendar / date tracking and task lists
- Provide accounting support as needed
- Other administrative duties as required
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Requirements:

- High School Diploma or equivalent
- 1-2 years previous Accounts Payable experience preferred
- Computer proficiency and the ability to accurately enter data and generate reports
- Working knowledge of Microsoft Office suite
- Excellent written and oral communication skills
- Excellent organizational skills and a keen eye for detail
- Interest in working in a team-oriented environment
- Ability to multi-task and prioritize responsibilities and workflow
- Strong interpersonal skills to effectively communicate with both internal and external clients
- Must demonstrate the ability to perform work independently and demonstrate solid organizational and attention to detail

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Pre-employment drug testing and background screening required.

Please contact dchamberlain@wadsworthsolutions.com