

**Position Title:** Accounts Payable Specialist  
**FLSA Status:** Non-Exempt  
**Reports To:** Senior Accountant  
**Location:** Princeton, NJ

**INTRODUCTION:** We have an exciting career opportunity for an **Accounts Payable Specialist** who will ensure the timely payment of invoices to all vendors, maintain vendor records in the Accounts Payable (AP) system, accurately code and key invoices into the AP system, issue Forms 1099's to vendors, assist with the month-end and year-end close, and conduct accounts payable analysis as needed. This position will also assist with other administrative duties within the department.

### PRIMARY RESPONSIBILITIES

#### Invoice Processing & Analysis

- Obtain proper approvals for payments and follow up as necessary to secure the timely payment to vendors.
- Review invoices in the Accounts Payable software for appropriate documentation prior to payment; accurately and efficiently code invoices using the chart of accounts to ensure proper expense recognition.
- Maintain organized and accurate accounts payable files, ensuring documentation is properly files and easily accessible for inquiries or audits.
- Assist in streamlining, automating, and improving the accounts payable process.
- Manage vendor relationships; respond to vendor inquiries and resolve disputes and discrepancies related to invoices, payments, or account balances; obtain Forms W9's from vendors.
- Assist with month-end and year-end closing activities, such as reviewing coding for accuracy.
- Analyze expenditures for key expense categories.
- Issue Forms 1099's to all applicable vendors.

#### Payment Distribution

- Ensure accuracy of checks and remittance information.
- Maintain and update vendor information such as mailing address and banking information.

#### Credit Card / House Accounts / Electronic Payments

- Assist the team in the management of over one hundred company credit cards.
- Assist fleet manager with employee gasoline cards.
- Accurately enter and code credit card charges into the Credit Card Management System (Fyle, Inc.).

#### Administrative Support

- Provide administrative support to the Finance department as needed, such as filing/sorting; mailing paychecks and AP checks; ordering office supplies and check stock.
- Support auditors with requests for information and other inquiries.
- Follow up with software vendor to trouble shoot the Accounts Payable system, as necessary.
- Other administrative functions as needed.

*(The responsibilities listed are representative and not all inclusive; other duties may be assigned by the supervisor/s.)*

### POSITION REQUIREMENTS

**Education:** Associate's degree in accounting or related field.

**Experience:** 2+ years' experience with automated accounts payable systems.

#### Specialized Skills and Knowledge

- Experience with accounts payable software and online platforms
- Strong organizational skills with attention to detail.
- Ability to improve process by using technology.
- Ability to work in a fast-paced deadline driven environment.
- Excellent communication skills, both written and verbal
- Strong interpersonal skills.
- Ability to work as a member of a team.
- Intermediate proficiency in MS Office, including Word and Excel.

**If you are interested in applying for this position, please send your resume to Samantha Otchere, Director of Finance @ [samantha.otchere@edenautism.org](mailto:samantha.otchere@edenautism.org) and Steve Esposito, Sr. Accountant @ [Steven.esposito@edenautism.org](mailto:Steven.esposito@edenautism.org).**