

## JOB DESCRIPTION

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**Job Title:** Accounting Specialist, AP/AR  
**Department:** Finance  
**Reports to:** Controller  
**FLSA Code:** Exempt Salaried  
**Location:** Corporate Office, Alpharetta, GA

### **Job/Position Summary:**

This position is responsible for administering the accounts payable and receivable functions, & other accounting related tasks and key priorities that may arise. Works in conjunction with all departments to ensure timelines are achieved.

### **Key Accountabilities/Essential Functions:**

#### **Principle Responsibilities**

- Responsible for all AP and AR duties
- Vendor invoice verification/ matching to PO and entry
- Record and process incoming customer payments
- Provide collections support, following up on past due invoices
- Verify discrepancies and resolve billing and payables issues
- Monitor the Accounts Receivable and Accounts Payable aging reports and provide weekly/monthly reporting to management
- Field customer/vendor inquiries & respond to messages and emails as needed
- Ensure accuracy in all customer & vendor information, including vendors W-9 data and 1099 status; assist in preparing annual 1099s

### **Required Qualifications (Education, Experience, Qualifications):**

- Associates degree or equivalent or 2 years related experience and/or training
- Proficiency with Microsoft Office Products (Excel and Word)
- High level of concentration and exceptional attention to detail
- Ability to verbally engage with customers in a friendly, professional manner
- Proven problem-solving skills
- Ability to work independently and to effectively prioritize daily tasks
- Strong organizational skills