Job #0122 | Accounts Payable Associate | Flower Mound, TX

The **Accounts Payable Associate** will provide accounting support and other administrative support as needed.

Job Responsibilities:

- Enters all invoices and wire payment transactions into Great Plains software.
- Reviews all invoices for appropriate documentation and approval prior to payment.
- Prints and obtains signatures on all accounts payable checks.
- Distributes signed checks as required.
- Answers vendor inquiries in a timely and courteous manner.
- Maintains accounts payable reports, files, vendor cards and spreadsheets.
- Gathers documentation to account for company credit card activity.
- Assists with closing the Accounts Payable module at month end.
- Researches vendor account activity and resolves invoicing errors and other identified exception items as required.
- Performs filing and retrieves documentation as needed.
- Assists Lead Accountant with miscellaneous tasks as needed.

Qualifications (min. educational and experience qualifications):

- 2+ years of Accounts Payable experience;
- High school diploma required, college courses in accounting preferred;
- Must have strong work ethic;
- Must be well-organized, detail-oriented and reliable;
- Must be a self-starter with a professional attitude who is eager to learn;
- Proficient in MS Excel, Word and Outlook;
- Ability to type 50+ wpm, 10-key by touch a plus;
- Great Plains experience required;
- Must possess good organizational and time management skills;
- Strong knowledge of accounts payable system and procedures;
- Ability to problem solve, document issues and multi-task;
- Ability to communicate effectively (written and verbal);
- Ability to interact with employees and vendors in a professional manner;
- Ability to work well both independently and with a team in a fast-paced / high volume environment, with emphasis on accuracy and timeliness.

Key Competencies:

- Customer Service Excellence
- Effective and Efficient Work Practices
- Team Involvement and Participation