



## **Account Payable Specialist - Collinsville**

### **JOB PURPOSE:**

Perform accounting and clerical duties related to the efficient maintenance and processing of accounts payable transactions.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Process invoices timely and accurately.
- Verify invoice against purchase order and ensure goods or services are received before issuing payment.
- Research and resolve problems with purchase orders, invoice items, prices, or quantity associated with processing of invoices.
- Record expenses to correct accounts by analyzing invoice/expense reports and recording entries.
- Verify vendor accounts by reconciling monthly statements.
- Prepare weekly vendor payments via check, wire, or ACH.
- Respond to internal and external AP inquiries in a professional and timely manner via phone or email.
- Prepare monthly reports for monthly closing.
- Assist in streamlining and improving the accounts payable process.
- Perform other duties as required to support the Accounting Department.

### **REQUIREMENTS:**

- High school diploma, GED, or equivalent required.
- Bachelor's degree in accounting, finance, or related field a plus.
- 1-2 years' accounts payable experience a must.
- Good analytical and problem-solving skills, along with a high level of attention to detail.
- Willingness and ability to learn and work with new systems.
- Exceptional interpersonal, verbal, and written communication skills.
- Proficient in Microsoft Office Suite: Outlook, Word, and Excel. 10-key by touch
- Experience with NetSuite or other large company ERP systems.
- Ability to work extra hours during month end close and as needed.

**Work setting:** Indoor.

**How to Apply:**

To apply for this position please click on the link below:

[Victory Energy Employment Application - Victory Energy](#)

You may also send your resume directly to: [hr@victoryenergy.com](mailto:hr@victoryenergy.com)