



Full Time Accounts Payable Specialist for Furniture Interior Solutions in the Education, Healthcare and Laboratory Market Segment

Do you want to join a winning culture?

How about finding your professional home with people you actually enjoy working with?

Northeast Interior Systems, a leading cabinet, casework, fume hoods and equipment dealership selling furniture interiors in the K-12, College/University, Laboratory and Healthcare market segments has an immediate opening for a full time Accounts Payable Specialist in our Liverpool, NY office.

The Accounts Payable Specialist for Northeast will be a team player to contribute to the corporate group by performing various accounts payable and other accounting related functions. Thorough knowledge of Microsoft Excel is required and experience with Foundation software is a plus. The primary responsibilities include, but are not limited to: processing invoices, establish and maintain relationships with vendors, reconcile and process credit card statements and coordinate and process reimbursements. This position works closely with peers and company leaders to ensure goals and objectives are accomplished in support of the family of companies.

Essential Duties and Responsibilities:

- Obtain approvals, post and pay all vendor invoices
- Verify accuracy of all vendor invoices
- Address vendor questions or concerns
- Recommend and suggest ways to continuously promote improvement in payables
- Complete special projects as assigned
- Maintain all payable files, invoice corrections and invoices disputes
- Prepare credit memos and other adjusting documents
- Review vendor discount schedules to ensure best payment practices
- Establish credit and maintain *positive working* relationships with vendors
- Reconcile, match and process monthly credit card statements
- Coordinate, process, route, enter and pay employee expense reimbursements
- Reconcile, troubleshoot and work with project managers and administrators to resolve vendor invoice discrepancies
- Assist with front desk coverage as needed

Qualifications:

- Associate degree or higher, comparable experience, or a combination thereof
- 1+ years of Accounts Payable experience
- Adhere to strong values and ethical behavior
- Ability to work both independently and in a team setting
- Exceptional attention to detail with excellent organizational and time management skills
- Excellent interpersonal and communication skills
- Ability to identify, analyze, and suggest solutions for problems and customer concerns
- Clear adherence to company policies and procurement rules and regulations
- Professionalism to effectively interface with all levels of internal and external customers
- Excellent computer skills including Foundation software, Microsoft Excel, Google Docs and virtual conferencing

If you are looking to join a winning culture with a market leader... Please send your resume in confidence to Human Resources at hr@neis.cc and visit us on the web at www.neis.cc to learn why Northeast Interior Systems is a great place to call your professional home.

An Equal Opportunity Employer/Drug-Free Workplace