

**POSITION:** ACCOUNTS PAYABLE SPECIALIST  
**DEPARTMENT:** FINANCE  
**REPORTS TO:** ASSISTANT CONTROLLER  
**LOCATION:** BOSTON  
**STATUS:** NON-EXEMPT

**Position overview:**

Primary responsibilities of this position include accounts payable processing, daily cash balancing, cost entry and finalization and other general accounting functions.

**Responsibilities:**

Responsibilities include but are not limited to:

- Processing all vendor payments and allocation
- Maintenance of A/P vendor files
- Prepare and upload positive pay files
- Daily reporting and reconciliation of cash
- Entry of all client billable costs and batch finalization
- Additional projects and tasks as assigned

**Qualifications:**

- Bachelor's Degree preferred
- 1-3 years of general accounting experience
- Ability to multi-task
- Strong sense of urgency
- Strong attention to detail
- Excellent written and verbal communication skills
- Intermediate knowledge of MS Excel strongly preferred
- Experience with Aderant a plus

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