



Accounts Payable/Accounts Receivable Specialist

Qualifications

- Minimum of 3 years of experience as an AP/AR Specialist or a similar finance role
- Strong expertise in using Syteline for AP/AR management is essential
- Solid understanding of accounting principles and practices
- Proficiency in Microsoft Excel and other relevant finance software
- Excellent attention to detail and accuracy in data entry and financial calculations
- Strong communication and interpersonal skills to collaborate with various stakeholders
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment
- Bachelor's degree in Accounting, Finance, or a related field is mandatory

Responsibilities

Accounts Payable (AP) Management:

- Process and manage accounts payable transactions, including vendor invoices, expense reports, and purchase orders, in a timely and accurate manner
- Verify the accuracy of invoices and resolve any discrepancies with suppliers or internal teams
- Ensure compliance with company policies and accounting principles during the payment process
- Prepare and process electronic payments and manual checks

Accounts Receivable (AR) Management:

- Generate and send customer invoices accurately and promptly
- Monitor accounts receivable aging and follow up on outstanding payments
- Work closely with the sales and customer service teams to resolve any billing or payment-related issues
- Maintain accurate records of customer transactions and interactions

ERP Expertise:

- Leverage your proficiency in Syteline to perform daily accounting tasks and effectively navigate the system
- Utilize Syteline to streamline the AP/AR processes, ensuring efficiency and accuracy in financial operations
- Assist in system upgrades and enhancements related to AP/AR functionality within NetSuite

Vendor and Customer Relations:

- Establish and maintain positive relationships with vendors and customers
- Respond to inquiries and resolve issues promptly, ensuring a high level of customer service
- Continuously identify opportunities for process improvement within the AP/AR function
- Propose and implement enhancements to streamline operations and increase efficiency