

Job Title:	Accounts Payable Lead	Location:	Baltimore, MD
Department/Group:	Accounting and Finance	New Position/Replace	New
Direct Manager:	Controller	Travel Required:	None
College Degree	Preferred (but not required)	Position Type:	Full Time
Experience	1+ Year(s) in Accounts Payable or Accounting		

Job Description

POSITION EXPECTATIONS

- Thorough and accurate
- Data Integrity
- Ability to communicate by phone, email and in person
- Strong problem solver with the proactiveness to find answers and solutions
- Work together with the entire Accounting team along with supporting the overall firm
- Ability to work in a fast-paced environment and manage priorities

PRIMARY DUTIES AND RESPONSIBILITIES, BUT NOT LIMITED TO:

- Process carrier and vendor checks, ACHs and wires weekly
- Code transactions to proper general ledger accounts along with business unit
- Manage Accounts Payable email inbox and assign tasks within Outlook
- Maintain paperless filing
- Import positive pay files
- Reconcile and pay major carriers monthly
- Work together with Account Executives to address and correct billing discrepancies
- Record cash activity in general ledger

DESIRED QUALIFICATIONS

- Experience with Applied Epic (huge plus), but would prefer some experience with Accounting related database software
- Detail-oriented self-starter comfortable working independently and managing multiple priorities
- Exceptional computer skills which include are not limited to sorting through system reports along with analyzing data in Microsoft Excel