

## **Accounts Payable Specialist**

The Accounts Payable Specialist is responsible for managing the company's outgoing financial transactions with accuracy, efficiency, and strong attention to detail. This role ensures vendors are paid on time, expenses are properly recorded, and financial records remain compliant with internal policies and accounting standards.

### **Key Responsibilities**

- Process invoices, expense reports, and payment requests with accuracy and timeliness
- Match purchase orders, purchase receipts, and vendor invoices
- Verify vendor account information, resolve discrepancies, and maintain updated records
- Prepare and execute weekly or scheduled payment runs (checks, ACH, EFT entries)
- Reconcile AP transactions and vendor statements
- Assist with month-end closing activities
- Maintain compliance with company policies and accounting procedures
- Communicate with vendors and internal departments to resolve billing or payment issues
- Support audits by providing documentation and explanations as needed

### **Skills & Qualifications**

- Strong understanding of basic accounting principles
- Proficiency with accounting software (Agvance ERP, Microsoft Suite)
- Excellent attention to detail and organizational skills
- Strong communication and problem-solving abilities
- Ability to manage multiple deadlines

### **Education & Experience**

- High school diploma required
- Associate or bachelor's degree in accounting, Finance, or Business, preferred
- 2–5 years of experience in accounts payable or a related accounting role, preferred

### **Preferred Attributes**

- Experience with automated AP systems or ERP platforms
- Familiarity with 1099 processing, sales tax, and use tax
- Ability to work independently and collaboratively

### **Job Type**

Full-time. Monday – Friday, 8:00 am – 4:30 pm.

### **Pay**

Salaried position offering a starting salary of \$65,000, depending on experience

### **Location**

In person in Murdock, MN

Please send resume or application to Carla Bakken at [cbakken@glacialplains.com](mailto:cbakken@glacialplains.com)

\*Position closes on April 30, 2026