Accounting Specialist

Albany, NY · Full-time · **$65k–70k**

Accounting Specialist
Location: Albany, NY
Base Salary: $65,000-$70,000
Benefits: Medical, Dental, Vision, 401k, Holidays, PTO, Weekly Pay Period
Job Type: Full-Time
Start Date: ASAP
Typical Hours: M-F; 8:30 AM – 5 PM
Sponsorship: Not Available

Accounting Specialist - Accounts Payable & Accounts Receivable Description

Our client is looking for an Accounting Specialist to join their team. Initially, you'll spend most of your time supporting accounts payable, with roughly 75% of your time focused on AP and the balance supporting AR and customer payments. Whether your experience is primarily in AP, AR, or general bookkeeping, their Controller is happy to help you learn areas where you may have less experience and genuinely enjoys investing in candidates who are eager to learn. You'll find success if you value collaboration, accuracy, and efficiency and aren't afraid to ask questions. You'll also benefit from a consistent, approachable leader who genuinely values his team's ideas and input. It's a place where people can settle in, do good work, and know that their contributions are valued.

Accounting Specialist - Accounts Payable & Accounts Receivable Responsibilities

- Process AP invoices and prepare vendor payments
- Enter and accurately code invoices in the accounting system
- Support job costing and ensure invoices are coded correctly
- Maintain accurate AP records and account balances
- Set up new vendors and maintain vendor information
- Process customer payments and apply them to customer accounts
- Support customer billing and AR processes
- Follow up with customers on outstanding payments
- Reconcile AP and AR accounts and resolve discrepancies
- Respond to vendor and customer inquiries
- Generate reports and support the accounting team

Accounting Specialist - Accounts Payable & Accounts Receivable Qualifications

- Accounts payable, accounts receivable, or general accounting experience required
- Able to work onsite each day in Albany

Apply: https://twonice.hire.trakstar.com/jobs/fk0z8mu/?apply=true

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