

Extraordinary people. Exciting possibilities. Your success is what's next at Scott Group Studio. In our highly competitive world there's one thing that sets a company apart – its talent. At Scott Group Studio our employees bring their expertise, enthusiasm, and creativity to work every day. We're committed to making Scott Group Studio a great place to work. A place you can be proud to be a part of, where your talents are embraced and your efforts are encouraged and supported. If you are a person that "puts people first", "see it and solves it", "does the right thing" and "pursues excellence", discover how you can be a part of what's next.

The Accounting Specialist requires an energetic, service oriented individual responsible for applying business knowledge and accounts payable expertise. We are seeking an experienced candidate who can analyze expense reports to assign payments to the proper cost centers, work with vendors to resolve past due invoices and reconcile monthly statements with vendors. He or she will maintain current accounts and assist in invoicing functions. This role requires leadership, creativity, critical thinking, business understanding, communication, and organizational skills in accordance with the core values of Scott Group Studio.

DUTIES

- Support the company in optimizing our financial transactions and systems
- Strengthen and grow relationships with vendors and suppliers through timely payment
- Assist in streamlining and improving the accounts payable process
- Exercise integrity and confidentiality in financial reporting
- Comply with federal, state, and local financial requirements
- Match purchase orders to invoices and enter invoices into computer
- Reconcile processed work by verifying entries and comparing system reports to balances
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries
- Pay vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments
- Pay employees by receiving and verifying expense reports
- Maintain accounting ledgers by verifying and posting account transactions
- Verify vendor accounts by reconciling monthly statements. Enter new or update vendor names and data
- Report sales taxes by calculating requirements on paid invoices
- Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures
- Maintain filing systems
- Other tasks as assigned by management

ABILITIES / CHARACTERISTICS

- Associates's Degree in Accounting, Finance or related discipline
- 2+ years experience in accounts payable
- Ability to use Microsoft productivity software such as Excel and Word
- High degree of accuracy, attention to detail and confidentiality
- Excellent data entry skills, analytical, problem solving and decision making skills
- Effective organizational, stress and time management skills
- Knowledge of general accounting principles, regulatory standards and compliance requirements

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.