



Midwest Mechanical Solutions – Job Description

Accounts Payable Specialist

Full-Time/Non-Exempt

Midwest Mechanical Solutions mission statement:

Creating lifelong relationships & projects we can be proud of through creatively applied HVAC solutions

Midwest Mechanical Solutions Core Values:

- Driven/Self Motivated
- Can Do Attitude
- Team Player
- Customer Driven
- Do What's Right
- Accountable

POSITION OVERVIEW:

The Accounts Payable Specialist performs accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions. Provides financial, clerical and administrative services to ensure efficient and accurate payment of accounts.

JOB RESPONSIBILITIES

- Verify accuracy of each vendor invoice.
- Enter the vendor invoices into the system.
- Comparison of invoices and Purchase orders.
- Processing includes keying the invoice in the system once the invoice total is verified and then managing the payment of all Aged AP.
- Run AP checks weekly.
- Set up vendor ACH's.
- Reconciling monthly vendor statements.
- Answer vendor inquiries about payments and issues.
- Manage the company credit card transactions and payment.
- Monitor the Open AP Report to clean up any credit balances and review on hold invoices weekly.
- Adding and maintaining vendor records to ensure up to date information.
- Other miscellaneous projects.

Job Qualifications:

Minimum Education and Experience



- High School Diploma; Associates Degree in accounting a plus.
- 5+ years of Accounts Payable experience preferred

Knowledge, Skills, and Abilities

- Strong Microsoft Excel Skills
- Computer skills experience to include Microsoft Office suite, PDF Writer, and basic Windows environment.
- Understanding of Customer Relationship Management software (CRM)
- High level of accuracy.
- Ability to work independently.
- Good organizational skills with attention to detail.
- Interpersonal skills to effectively communicate with both internal and external customers.
- Demonstrated ability to simultaneously handle a large and diverse number of projects and issues with tact, cooperation, and persistence.
- Must demonstrate MMS Core Values: driven and self-motivated, can-do attitude, team player, customer driven, do what's right and accountable

Working Conditions and Frequency:

Work is completed in an office environment.

Equipment and Tools

Most work is completed on a PC.

Environmental Conditions

None

The aforementioned statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the qualifications of the position. Job incumbents may be required to perform functions not specifically addressed in this job description.