



F.W. WEBB COMPANY

Job Posting

Position Title: Accounts Payable Reconciliation Specialist

Location: Bedford, MA

Reports To: Accounts Payable Manager

Responsibilities:

- Reconcile vendor accounts using vendor statements and voucher information in the system, either manually or using a program built in Microsoft Access.
- Request or find any invoices that are due but not in the system and send them to one of over 100 locations to be approved.
- Communicate with branches on status of invoices that are past due or are approaching the due date.
- Work with branches to find issues with vendor invoice submission.
- Liaison between the branches and the vendor to reconcile any issues with the past due invoices.

Qualifications:

- High school diploma or equivalent required.
- Previous Accounts Payable experience highly preferred.
- Experience with Microsoft Office, especially Access, is a plus.
- Highly organized and customer service orientated.
- Must be able to work daytime hours in office, 7:30am – 4:00pm.