

Job title: Accounts Payable Specialist I

City, country: Houston, Texas, USA

Introduction

Do you have a high attention to detail and enjoy processing accounts payable? Do you enjoy a fast paced environment with a progressive company?

Then we might be looking for you. We are looking for a new *Accounts Payable Specialist I* to join our team in Houston, TX reporting to Financial Reporting & Compliance Manager. You will be responsible for the following:

This position is responsible for Providing financial, clerical and administrative services to the accounting department to ensure efficient, timely and accurate payment of vendor invoices; employee reimbursements, accurate customer invoicing, maintenance of accounts payable records, and assist with month-end closing and internal audits. In addition, provide services to maintain an efficient corporate office environment.

What will you do?

- Review all vendor invoices for payment
- Process vendor invoices into weekly batches; integrates and posts invoices into accounting system
- Investigate and resolve discrepancies on vendor invoices; reconciles vendor statements
- Review and process expense reports
- Process check runs
- Attach vendor invoice and/or remittance advice to check stub
- Save accounts payable reports electronically and maintains all accounts payable files
- Maintain vendor files
- Assist in month-end closing process
- Assist with maintain the operations of the office
- Processes electronic fund transfers

What do we expect from you?

Required Education/Experience/Skills:

- High school diploma or equivalent
- Three (3) years of progressive experience with accounts payable
- Proficiency using Microsoft Office

Preferred:

- CODA experience or other accounting software
- Advanced Excel skills

Essential Requirements

- Work may involve sitting for extended periods.
- May require lifting and carrying up to 25 lb.
- Generally, an office environment, but can involve inside or outside work depending on task.
- Standard office equipment (PC, telephone, fax, etc.)
- Regular attendance in accordance with established work schedule is critical.
- Ability to work outside normal schedule and adjust schedule to meet peak periods and surge requirements when required.
- Must be able to work in a team atmosphere.
- Must put forward a professional behavior that enhances productivity and promotes teamwork and cooperation.
- Grooming and dress must be appropriate for the position and must not impose a safety risk/hazard to the employee or others.
- This position may require some commuting and traveling to other installations as needed.

What can you expect from us?

- *Beautiful office setting*
- *Cooperative and experienced accounting team for support*
- *Full Benefits including medical, dental, vision, life insurance, STD and LTD.*
- *Education reimbursement*
- *Opportunities for learning and promotion*
- *Paid Time off and 10 annual holidays*

Interested?

Please send your CV and motivation in English to careers@slg.com.

About JF Hillebrand Group

The JF Hillebrand Group operates a number of highly specialized logistics companies, each of which is a market leader in their respective sector. JF Hillebrand Group has a global reach, presence in 90 countries, employing 2,500 people, with a turnover of EUR 1,3 Billion.

We take pride in being an innovative group, ever changing and adapting to the needs of the markets in which we operate. As well as offering first class logistics services, our companies also lead the way in the development of leading edge products, services and IT tools for the industries in which they operate. However, while we continue to grow and expand our horizons, we also recognize that it is our people, ideas and values that enable us to do what we do.

For more information please visit www.jfhillebrand.com.