



## **JOB TITLE:**

ACCOUNTS PAYABLE SPECIALIST

## **COMPANY BACKGROUND AND JOB SUMMARY**

Federal International Recycling & Waste Solutions, LLC is a commercial recycling company that has been in business over 100 years. We are seeking a detail-oriented individual to analyze and enter data for AP, receive proper approvals from internal management, and to transmit payments. This position is located at our corporate headquarters in St. Louis, MO supporting our Accounts Payable and Accounting department and reporting to the Controller. Our team prides itself in accurate transaction data and reliable financial reporting in support of our six recycling plants and brokerage, waste solution, and shared service divisions. A person that enjoys a fast-paced, yet relaxed and friendly work environment would thrive well at this exciting company.

## **RESPONSIBILITIES**

- Analyzes, receives proper approval, and enters AP invoices into accounting system with proper General Ledger coding and a high degree of accuracy
- Manages a high volume of invoices via internal and external email, fax, and mail
- Prepare payments – via credit cards, printing and mailing checks, transmit wire and ACH payments
- Accurately maintains physical and digital records of invoices
- Responds to billing inquiries from external vendors and internal team members timely
- Contacts vendors regarding invoices questions to ensure timely invoice management
- Balance monthly disbursements to the operating bank account
- Reconciles vendor statements
- Assists with ad-hoc projects or other administrative duties when assigned
- Receive training and provide backup support to AR and Cash Application team

## **COMPETENCIES**

- Strong data entry skills and attention to detail
- Prior AP experience a plus
- Proficiency in MS Office Suite with strong hands-on Excel experience
- Fosters a positive work environment through a great attitude and effective communication
- Ability to articulate and convey information effectively in both group and individual situations
- Skilled with time management and prioritization of tasks
- Ability to research payment history, open invoices, and other vendor related questions
- Ability to keep accounting records organized for quick retrieval

## **EDUCATIONAL EXPERIENCE**

- High school diploma required
- Some college coursework and /or Associate's or Bachelor's Degree a definite plus

## **HOW TO APPLY**

Please send your resumes to [careers@federalinternational.com](mailto:careers@federalinternational.com) Cover letters are a plus!