



Job Description

The Role: ACCOUNTS PAYABLE SPECIALIST

The Accounts Payable Specialist for Smashburger will be responsible for all aspects of accounts payable, Payable including reviewing and reconciling vendor statements, processing invoices and payments. This is a great opportunity for an experience Accounts Payable professional to work for a growing restaurant company in a dynamic and exciting environment.

RESPONSIBILITIES:

- Review invoices for proper coding and approval
- Enter all miscellaneous invoices into Accounting system on a daily basis
- Upload and reconcile store food invoice batches on a daily basis
- Issue purchase orders as requested and reconcile outstanding purchase orders on a monthly basis
- Review vendor statements and research outstanding items
- Ensure all outstanding invoices greater than 30 days are researched and corrected
- Coordinate with Accounting team to void outstanding checks as required
- Provide excellent customer service to both internal and external associates
- Other duties as assigned

MINIMUM QUALIFICATIONS OF CANDIDATE:

EXPERIENCE:

- 5+ years of specific accounts payable experience required
- Relevant industry experience, franchisor or restaurant or retail industry preferred
- Successful project and time management
- Excellent time management and organization skills as well as a professional attitude required.
- Ability to meet strict deadlines and prioritize
- Strong research and reconciliation skills required
- Internal control process and procedures
- Experience with financial accounting systems, Cognos and/or MAS500 a plus

CHARACTERISTICS:

- Must have EXCELLENT math skills and be able to pass a quantitative skills test
- Self-starter
- Ability to problem solve and think outside of the box
- Willing to work 45-50 hours/week as required
- Work requires professional written and verbal communication as well as great interpersonal skills.
- Customer focused (i.e. generating accurate and timely results and effectively and timely communicating to customers, co-workers and management)

EDUCATION:

- Bachelors or associates degree preferred