



TITLE: AP / AR Specialist

DEPARTMENT: Finance

JOB LOCATION: Hudson, NH

REPORTS TO: Controller

POSITION OVERVIEW:

The Accounts Payable / Receivable Specialist supports the Controller by generating and reconciling invoices, inputting payables, maintaining reports, and filing related documents.

TOP 5 RESULTS THAT DEFINE SUCCESS IN THIS JOB:

- All outgoing invoices are processed accurately
- All incoming invoices are processed timely
- Accurate financial reporting
- Effective communication with internal and external customers
- Finance projects are completed according to scope

JOB RESPONSIBILITIES:

- Process invoices to be distributed to clients; update internal systems accordingly
- Process incoming vendor invoices; reconcile invoices to purchase orders in accounting software; ensure accuracy of weekly check-runs
- Update applicable reports for tax accountants
- Provide fixed assets payable support on designated projects
- Work with multiple departments and vendors to ensure accuracy of invoices, timely payments, and reporting
- Organize and maintain permanent and annual files
- Collaborate with Controller to automate financial workflows and systems
- Oversee mail distribution, postage meter, and other department needs as required

JOB REQUIREMENTS:

- Strong skills in numerical computation and data entry
- Knowledge of accounting terminology and practices, spreadsheets, database software, and general record keeping and filing systems
- Ability to detect errors and compare data for accuracy and completeness
- Effective verbal and written communication skills; communicates information clearly, accurately, thoroughly, and effectively with all levels of the company in a timely manner
- Ability to work independently and prioritize workload to meet deadlines
- Must demonstrate initiative and have a positive “can do” attitude
- Interacts with others in ways that enhance cooperation among team members

MINIMUM QUALIFICATIONS

- 3-5 years of payables/receivables experience
- Previous experience with invoice preparation, reviewing financial information, and maintaining accurate reporting
- Prior Quickbooks experience required
- Proficient computer skills, including Excel
- Associates degree required; Bachelor’s degree preferred
- Onsite work location in Hudson, NH 5 days per week

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