**Job Title: Senior Accounts Payable Specialist**

The Senior Accounts Payable Specialist is responsible for overseeing the accounts payable function, ensuring timely and accurate processing of invoices, managing vendor relationships, and supporting the financial operations of the Company.  This role requires a high level of attention to detail, strong analytical skills, and the ability to work with various departments.

**Key Responsibilities:**

* Review, verify, and process invoices, through ERP system IFS, ensuring compliance with company internal controls, policies and procedures,.
* Ensure appropriate documentation in place and all documents tax compliant prior to payment.
* Ensure all invoices are coded correctly and approved by the appropriate personnel.
* Communicate with vendors and company departments to resolve invoice and payment enquiries, discrepancies and issues in a timely manner.
* Reconcile vendor statements and ensure accounts are up-to-date.
* Prepare and process electronic transfers payments.
* Monitor and ensure proper allocation of funds for payments.
* Prepare and review accounts payable aging reports.
* Reconcile accounts payable ledger to the general ledger.
* Assist in month-end and year-end closing processes, preparation of financial reports related to accounts payable, and provision of documentation and explanations as required.

**Requirements:**

* Bachelor’s degree in accounting, Finance, or a related field preferred.
* Minimum of 3 years accounts payable experience.
* Strong understanding of accounts payable processes and accounting principles.
* Proficiency in accounting software and Microsoft Office in particular Microsoft Excel.
* Excellent organizational and time management skills.
* Strong analytical and problem-solving abilities.
* Effective communication and interpersonal skills.
* High level of accuracy and attention to detail.