

**Company**

vCom Solutions

**Position**

Accounts Payable Specialist

**Company Contact**
Cassandra Allen
Director, Talent Management
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**Job Type**

Full-Time

**Job Description**

As an Accounts Payable Specialist for vCom, you will focus on handling all vendor invoices from data entry to payments, checking the accuracy of your own work, and then working with the Accounting Manager to ensure payables are managed appropriately at every stage. Your attention to detail is impeccable, you learn quickly, and you have excellent communication skills. You have a great sense of pride in your work and strive to contribute to the overall success of the team at all times. You’re comfortable being held accountable in a team-oriented environment. You see opportunities to improve processes and confidently bring your ideas to the table. You’re driven to face challenges head on with a sense of urgency and follow through to reach resolutions.

View the full job description here: <https://careers-vcomsolutions.icims.com/jobs/1158/accounts-payable-specialist/job>

**Required Qualifications**
-Minimum of 3 years of related prior accounting experience
-Associate degree in Accounting, Finance or other related field; or equivalent combination of education and experience
-Excellent computer skills, including intermediate level Excel skills
-Professional demeanor with innate aptitude to understand and ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and effectively communicate findings in written, oral, diagram, or schedule form
-Extraordinary attention to detail
-Excellent reconciliation skills
-Assist Accounting Manager with weekly cash needs and cash planning
-Ability to work independently and to multi-task in a fast paced environment
-Ability to communicate effectively with external parties, as well as team member at all levels
-Excellent communication skills in all areas: verbal, written, and listening
-Comfort in posing questions and engaging in problem solving dialogue
-Strong analytical and problem-solving skills
-Ability to take on projects while maintaining current workload tasks
-Self-motivated, with high learning aptitude, and initiative
-Ability to cope with stressful situations and maintain a calm and professional demeanor
-Ability to work precisely with data and ensure that work meets quality standards

It’s also helpful if you’ve got:
-Telecom accounting experience
-Ability and eagerness to learn new systems and databases
-Basic knowledge of Quickbooks
-Intermediate level expertise in Excel
-Administrative level experience in Concur
-Experience with third party payments processor
-Contact Telecom / Billing Data Analyzer experience

**Additional Information**

Please review the full job description and apply here: <https://careers-vcomsolutions.icims.com/jobs/1158/accounts-payable-specialist/job>

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