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NOW HIRING! REA AP Specialist - Job located in Dexter, MO

JANUARY 27TH 2022 BY DEE LOFLIN

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Renewable Energy Alternatives Accounts Payable Specialist

Summary

This position is in the accounting department and handles accounts payables and all tasks associated with payment processing. This person will be responsible for paying third parties by scheduling and preparing checks as invoices and statements are received, resolving payments issues with third-parties if necessary, ensuring proper credits are applied for outstanding bills and requesting stop payments for missing or lost checks.

Responsibilities

- * Process invoices, lease payments, O&M payments, loan payments, and employee expense reimbursements
- * Maintain schedule of O&M, subscription manager and loan payments
- * Review invoices for accuracy
- * Flag or clarify any unusual or questionable invoice items
- * Verify and calculate all extensions and totals on invoices and considering discounts if applicable Process payment timely by check, electronic transfers

- * Post transaction to journals, ledgers and other records
- * Obtain proper information and/or data regarding vendors and maintain their file
Maintain copies of vouchers, invoices or any correspondence as necessary Produce reports and records as requested
- * Verify financial data for use in maintaining records
- * Provide other clerical support necessary to pay the obligations of the company
Correspond with developers and vendors and respond to inquiries
- * Process year-end 1099's
- * Maintain confidentiality of organizational information
- * Core Competencies
- * Effective monitoring skills of various vendors and the accounts
- * Ability to complete work on schedule
- * Attention to detail
- * Collaboration and problem-solving skills
- * Working well with others
- * Daily discipline of time management, learning quickly and accepting feedback
- * Renewable Energy Alternatives Accounts Payable Specialist
- * Deliver results consistently
- * Creates a process for one's own work and for improving the work and incorporating into existing processes
- * Strong communication skills, both written and verbal Organization and prioritization skills
- * Ability to follow processes and procedures and direction to complete tasks with minimal supervision.
- * Work Environment

Full-time position: 40 hours per week. Additional time may be needed as projects continue to grow. This position is administrative and is located in Dexter, MO. No travel requirements.

Required Education and Experience

Minimum of two-year degree or four year bachelor's degree preferred Minimum of two years' experience working with accounts payable Solid understanding of general accounting procedures

Proficiency in MS Office Suite

Proficiency in Gravity preferred

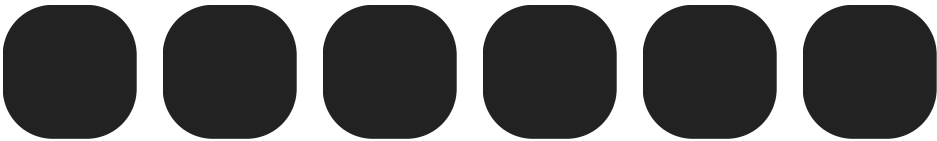
Please send resumes to jobs@rea-investments.com

When sending, please include "REA AP Specialist" in the subject line. An application will be sent back to you and an interview scheduled.

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