

**Job Title:** Accounts Payable Specialist

**Reports To:** Controller

**Hours:** Full-time, Monday-Friday 8:00 AM to 4:30 PM

**Salary:** $52,000

**About Us:**

Total Solutions is located in Davenport, IA and was established in 2014. We specialize in providing Payroll, Accounting, IT, and HR services to small-medium sized business in the Quad Cities area. The management of these services allows business owners to focus on their clients and the revenue-producing side of operations. We are confident that you will find our company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Total Solutions to be one of its’ most valuable resources.

**Job Responsibilities:**

* Manage A/P email box and distribute or answer inquiries accordingly
* Review all invoices for appropriate documentation and approvals
* Input all invoices into QuickBooks Online with appropriate general ledger coding
* Set up new vendors in QuickBooks Online and update address and information changes as needed
* Reconcile vendor statements and research discrepancies, at times needing to utilize customer service skills to contact vendors
* Process electronic payments
* Process manual check requests
* Match invoices to checks, obtain management signature for checks, and distribute checks accordingly
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
* Assist in month-end closing as required
* Maintain and administer the W-9 and 1099 employee forms and assist with year-end processing
* Perform special projects and other duties as assigned by the Controller

**Requirements:**

* High School Diploma or equivalent required
* At least one year of A/P, A/R or Accounting experience required
* Experience with QuickBooks Online required
* Skilled in Microsoft Office Suite
* High attention to detail, ability to multi-task and excellent communication skills

*The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.*