



## Accounts Payable Specialist

Tropical Aquaculture Products, an industry leader in Aquaculture sales and marketing is seeking an Accounts Payable Specialist to join our growing team to support and sustain the continual growth within its accounting department. The chosen candidate must be a self-starter, detail-oriented, and able to effectively and efficiently process the company's full-cycle AP.

### **Description:**

To coordinate, assist and execute a full range of account payable functions and assisting with an overall operations of accounting department.

### **Duties and Responsibilities:**

- Reviewing, auditing, and posting vendor invoices daily
- Process payments and send payment confirmation to vendors.
- Interact with internal and external personnel as well as vendor's personnel in gathering and exchanging invoice related information in a professional manner.
- Research and resolve any billing discrepancies/issues with vendors in a timely manner
- Ability to conceptualize and design spreadsheets and databases using complex formulas, links and other analytical tools to analyze sales, costs and payments.
- Produce month end report to producers and month end journals
- Files, maintains copies of vouchers, invoices or correspondence.
- Assist with other projects and accounting functions as needed such as invoicing, applying customer payments...

### **Skills and Competencies:**

- Attention to detail, excellent analytical and problem-solving skills.
- Proficient in data entry
- Work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness
- Ability to work and communicate with all levels of the organization
- Adaptability and willingness to learn new skills/tasks.

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**Qualifications:**

- College degree and related business/accounting experience preferred
- Intermediate Microsoft Suites: Outlook, Word, Excel including Pivot tables and VLOOKUP
- Excellent computer skills, to include knowledge of accounting software programs.
- Bi-lingual (English/Spanish) preference given

**Benefits:** Competitive compensation package. Medical, Dental, 401K, Vacation. Some benefits subject to applicable eligibility and waiting periods.

**To apply for this position please send your Resume and Cover letter to ~  
resumes@eatilapia.com**