



Job Description

Position: AP Specialist (Seasonal)
Location: Kennebunkport Resort Collection (Corp Offices)
Department: Finance
Direct Report: Accounting Supervisor
Purpose: The Accounts Payable Specialist is responsible for assisting with processing and reconciling invoices, as well as assisting with monthly closing processes.

Job Summary:

- Perform day-to-day accounts payable transactions to ensure accurate and timely payment processing. This includes full cycle accounts payable, verify & post accounts payable into Software.
- Sorting/filing/distribution of incoming mail.
- Review and monitor vendor statements.
- Prepare weekly payment processing and check runs.
- Review and reconcile invoice discrepancies as well as obtain appropriate verification and approval of invoices.
- Timely responses to internal and external vendor inquiries.
- Assist with year-end 1099 forms.
- Assist with accounts receivable processes.
- Ensure that processing and reporting deadlines are consistently achieved.
- Perform special tasks as assigned by the Accounting Supervisor/Controller.
- Attend departmental meetings and training sessions as required.
- Willingness to work the necessary schedule to meet deadlines based on business needs and month end.
- Comply with all time and attendance policies.
- Comply with all uniform, dress code, and appearance standards.
- Ability to communicate with managers and staff in a positive, efficient, and friendly manner.

Essential Functions:

- Ability to remain in a stationary position for up to 8 hours.
- Ability to use repetitive manual dexterity such as keyboard data entry for majority of shift.
- Ability to view a computer screen for majority of shift.
- Ability to communicate and exchange information effectively.
- Ability to read, write, understand, and speak English.
- Ability to complete satisfactory background check.

Technology and Equipment:

- Microsoft Office, including Outlook, SharePoint, Word, and Excel programs.
- Multi-line Phone System
- Printer/Copier/Scanner & Fax Machine
- Accounting/Finance operating software

Working Environment:

- Work will primarily take place in an office environment.
- Group and solo work.

Key Skills & Experience Required:

- Prior experience in Accounts Payable and understanding of basic principles of accounting
- Strong organization and time management skills
- High level of accuracy and detail orientation
- Accounting experience with multiple entities
- Proficient with computer applications; MS Office (Outlook, Excel, PowerPoint, etc.)
- Strong communication skills
- Great Phone Etiquette

- Experience with Acumatica accounting software a plus
- Demonstrates strong communication, organizational, and problem-solving skills.
- Expresses sincere enthusiasm for the role and passion for accounting.
- Must know how to prioritize, delegate, and respond in a timely fashion. Able to work under pressure, multi-task, and stay focused.

No Job Description for a position can possibly include all duties which may be requested by guests or required by the hotel. The objective of all positions is to effectively provide the services personally, or to immediately refer requests to the appropriate department manager. The items listed above are a summary of the major responsibilities of the position that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.