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Job Opening: AP Manager

About Concorde

Since 1983, Concorde has established itself as an industry leader in all facets of Employment Screening and Health Services including: Drug and Alcohol Testing, Background Screening, and Occupational Health Services. At Concorde, we are "Big Enough to Serve You, but Small Enough to Know You." Concorde continuously introduces new technology and streamlines our operations, with a higher priority on simplifying things for our customers than on lowering our own costs. With an in-house IT Development Team, Concorde routinely anticipates the needs of our clients and develops custom IT Solutions at no expense to our customers. We do this because we see the value in providing clients with innovative software to improve efficiency. Our employees share this commitment to customer satisfaction, and enjoy excellent employee benefits, including: fully paid employee health insurance; employer-matched 401(k) contributions; an inclusive, collaborative work environment; and an overall commitment to a healthy work-life balance.

Job Description

This position will oversee the AP team (2 AP Clerks) and act as an escalation point for handling vendor payment issues. In addition, this team member will be charged with helping with GL Entries to shorten month end close time. Familiarity with Excel is a must including formulas (concatenation, vlookups) and pivot tables. Possibility to assist with annual budget process and exposure to other year end processes.

Responsibilities

- Receive and review all invoices and requisitions for appropriate documentation and approval prior to processing payment
- Prioritize invoices according to payment terms, and cash discount potential
- Organizes and process the weekly check run
- Maintain files and documentation thoroughly and accurately, in accordance to company policies/procedures and accounting practices
- Act as an escalation point for managing vendor payment issues
- Provide guidance to AP team and ensure that volume is processed in a timely manner
- Prepares general ledger journal entries with supporting analysis

Skills and Qualifications

- Bachelor's Degree in Accounting, Finance
- 3+ years processing AP
- Self-motivated with the ability to work effectively independently or in a team environment
- Detail oriented with focus on accuracy
- Ability to work under tight deadlines through a monthly closing process
- Strong verbal and written communication skills coupled with the ability to interact with all levels of management and staff
- PC proficient in Microsoft Office products including Excel