



**Job Title:** Accounts Payable Specialist

**Company:** Aerius Management

**Location:** Hybrid (includes remote and office work)

**Position Type:** Part-Time or Full-Time

About Aerius Management:

Aerius Management is an innovative and service-oriented organization with a drive to create value and differentiated service for a select group of clients. We are seeking a talented and experienced Accounts Payable Specialist to join our team and play a pivotal role in fostering a positive workplace culture, managing Accounts Payable functions, and supporting the company's overall growth and success.

Job Summary:

The Accounts Payable Specialist at Aerius Management will be responsible for key accounts payable, bookkeeping, and recordkeeping functions, including the processing and coding of payable invoices, reconciling and documenting credit card charges, auditing vendor account statements, and assisting in the resolution of accounting discrepancies. The ideal candidate will have a strong background in bookkeeping, excellent interpersonal skills, and the ability to collaborate effectively with various departments within the organization.

Key Responsibilities:

- Process a high volume of invoices accurately and efficiently, ensuring adherence to company policies and procedures.
- Review invoices for accuracy, completeness, and proper authorization before processing for payment.
- Correspond with vendors regarding invoice discrepancies, payment inquiries, and other related matters.
- Reconcile vendor statements and resolve any discrepancies promptly.
- Audit and verify vendor payment information to eliminate fraud risks.
- Ensure that invoice payments are initiated within established terms.
- Review, approve, and code employee expense reports.
- Track and apply vendor credits to applicable invoices.
- Audit and code credit card expenses incurred on corporate accounts held by the administrative team.
- Supervise employee coding of credit card expenses, ensuring accuracy and timeliness of receipt submission.
- Assist with month-end closing processes, including coding reviews and auditing of accounts receivable invoices.
- Assist with other administrative data entry tasks including, but not limited to, entry of flight log and manifest data into our tax recordkeeping system.



Qualifications:

- Bachelor's degree in Accounting is preferred.
- 2 years of accounts payable experience.
- Excellent communication and interpersonal skills.
- Working knowledge of Quickbooks, Bill.com, and other accounting systems.
- Ability to handle confidential information with discretion.

How to Apply:

Interested candidates are invited to submit their resume and cover letter via our online application at [www.aeriusmanagement.com/careers](http://www.aeriusmanagement.com/careers).