

## Accounts Payable Specialist

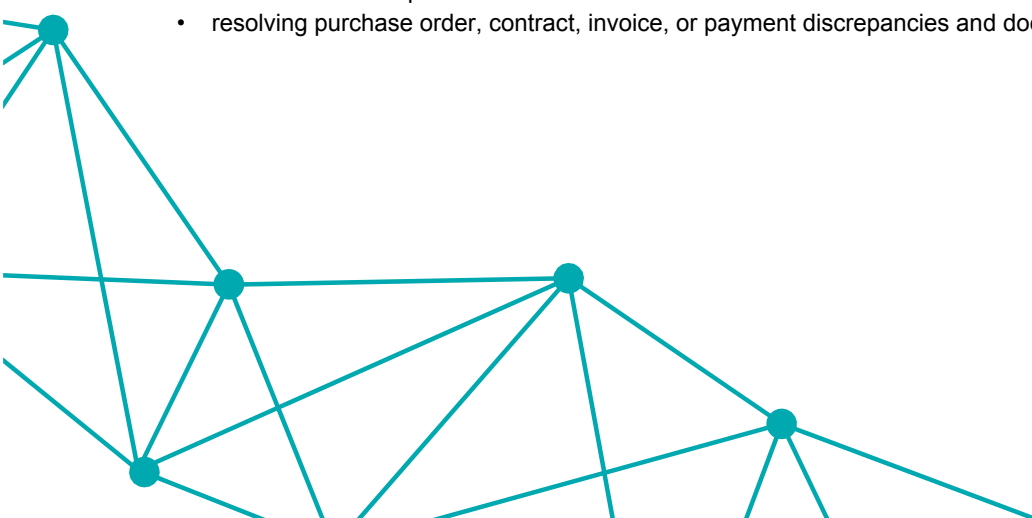
Fulltime | Kennesaw, United States

### WHO WE ARE

At KNAPP (pronounced K-NAP, not Nap!), we “Make Complexity Simple” by offering intelligent solutions for digitizing and automating everything from production and distribution to the last mile and stores. We are the customer’s value tech chain partner, which means partnering with the customer to create the most value within each link in their supply chain. Leveraging the latest software, AI and Robotics technology, we continue to disrupt the logistics automation industry for the world’s industry leaders in grocery, healthcare, retail, e-commerce, apparel & manufacturing. We are a global company with our US headquarters located just North of Atlanta in Kennesaw, GA. KNAPP specializes in automated solutions for both WMS (Warehouse Management Systems) and WCS (Warehouse Control Systems) for B2B (Business to Business) and B2C (Business to Consumer) customers. We are a growing company of over 7,200 employees worldwide and in over 50 countries that is privately held, with 7% of our revenue reinvested in R&D, ensuring a strong and vibrant future! Join us and see how you can help change the world! For more information, visit [www.knapp.com](http://www.knapp.com).

### WHAT YOU GET TO DO

- Performs crucial job duties by submitting, processing, verifying, and reconciling invoices in a timely manner to ensure vendors get paid for services and products rendered.
- Reviewing invoices for accuracy and proper approvals
- 3 Way matching invoices to PO and Manual invoice entry without PO
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Maintains professional working relationship with vendor billing department to have a strong foundation between vendor and AP Dept.
- resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is



received for outstanding memos;

- Maintains accounting ledgers by verifying and posting invoices for account transactions
- Manages the AP inbox for invoice submissions, statement reconciliation, remittance advice, lien waivers, billing issues, directing escalations to appropriate team member.
- Assists with Month End Preparations
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Maintains historical records by microfilming and filing documents
- Protects organization's value by keeping information confidential
- Updates job knowledge by participating in educational opportunities
- Accomplishes accounting and organization mission by completing related results as needed
- Attention to detail, thoroughness, organization, analyzing accounting information, establish vendor relationships, PC proficiency, data entry skills, general math skills, MS Excel. Oracle or SAP experience preferred

#### WHAT YOU HAVE

- 5+ years of experience in Accounts Payable
- PC proficiency, data entry skills, general math skills, MS Excel (V-Lookup and Pivot tables). ERP experience required, SAP experience preferred.
- Overtime, if required by work
- Occasional travel required
- Professional office etiquette is required at all times
- Physical requirements: sitting for long periods of time, standing, walking, speaking, visual acuity, finger dexterity, listening, reaching at arm's length, and lifting up to 25 pounds

#### WHAT YOU WILL GET

- 2 remote days per week
- Half day Fridays
- A beautiful new, state-of-the-art, office complex in Kennesaw, GA
- Industry competitive compensation
- Great benefits with better than average employer contributions, including health, dental, vision, life insurance, Flexible Spending Accounts, Short & Long Term Disability and more!



- 401k with a very generous employer match and no vesting!
- Paid Vacation & Holidays
- Profit Sharing
- Paid Parental Leave
- Subsidized Daycare
- Tuition Reimbursement
- Pet Insurance
- Subsidized food delivery
- Monthly celebrations
- Quarterly employee events
- Corporate Social Responsibility including recycling, sustainability and volunteering

KNAPP is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran, disability status or any other basis protected by law.

Due to the safety-sensitive nature of this position, strict adherence to KNAPP's drug-free workplace policy is required. All candidates will be subject to drug-screening in accordance with the policy and will be expected to remain drug-free during their employment. There will be no exception if recreational or medical use of marijuana is permitted in the location of employment and/or residence or if use of marijuana is only during "off-hours."

