

## **POSITION SPECIFICATION**

<b>POSITION TITLE:</b>	Accounts Payables Specialist
<b>COMPANY:</b>	SL Power Electronics Corp. [SLPE]
<b>POSITION LOCATION:</b>	Ventura, CA
<b>REPORTS TO:</b>	US Controller
<b>DIRECT REPORTS:</b>	None
<b>DOTTED LINE REPORTS:</b>	None

### **OVERVIEW:**

Under direction of the US Controller, the Accounts Payables (“AP”) Specialist is responsible for daily AP activities, including the processing of invoices, vouchers, expense reports, check requests, etc. This role ensures accurate coding and adherence to standard procedures to ensure proper entry into the ERP system. The AP Specialist interfaces with internal and external customers and stakeholders via phone or email.

### **ESSENTIAL FUNCTIONS:**

- Responsible for all AP activities (including processing daily invoices to the ERP system)
- Interfaces with internal and external customers and stakeholders via phone or email.
- Investigates and resolves problems associated with processing of invoices and purchase orders.
- Prepares batch check runs, wire transfers, and ACH transactions.
- Performs weekly/bi-weekly disbursement forecasts.
- Reconciles various accounts by identifying errors in posting or omissions by applying appropriate accounting standards.
- Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, discrepancies, etc.
- Computes charges, refunds, cost of lost or damaged goods, freight charges, rentals and similar items.
- Reconciles vendor account statements.
- Interfaces with vendors, buyers and upper management to reconcile accounts.
- Performs other duties as assigned.

### **EDUCATION/EXPERIENCE/QUALIFICATIONS:**

- Requires a B.S. degree in Accounting or related, and 2-3 years of related accounting experience, or the equivalent combination of education and experience.
- Understanding of GAAP and internal controls requirements.
- Demonstrated ability to learn enterprise systems quickly with limited guidance.
- Microsoft AX Dynamics is plus.
- Demonstrated ability to maintain effective working relationships with all internal and external customers and stakeholders.
- Demonstrated ability to work effectively with cross-departmental teams.
- Strong work ethic and sense of responsibility.
- A self-starter, able to manage multiple tasks at once and the ability to work with minimal direction.
- Must be highly motivated and flexible in order to work effectively in a fast-paced environment.

- Flexible to extended working hours per business requirements.