



Job Description

Accounts Payable Specialist

Department: Accounting

Reports To: Accounting Manager

FLSA Status: Non-Exempt

Position Summary

Kimbro Oil Company is seeking a detail-oriented and dependable Accounts Payable Specialist to join our growing Accounting team. This position is responsible for processing vendor invoices, maintaining accurate financial records, reconciling vendor accounts, supporting month-end close activities, and ensuring timely and accurate payments. The ideal candidate is organized, adaptable, and able to work independently while maintaining a high level of accuracy in a fast-paced environment. The successful candidate is proactive, takes ownership of assigned responsibilities, enjoys solving problems, embraces change, and is committed to continuous learning and process improvement.

Essential Duties and Responsibilities

- Process vendor invoices accurately.
- Review invoices, purchase orders, receipts, and supporting documentation to ensure proper coding and approval prior to payment.
- Research and resolve invoice discrepancies, pricing issues, unapplied invoices, and vendor payment questions.
- Process vendor payments through ACH, check, and other approved payment methods.
- Reconcile vendor statements and resolve outstanding balances.
- Maintain vendor files, including W-9s, banking information, and payment terms.
- Assist with onboarding new vendors and maintaining vendor master data.
- Monitor open invoices to ensure timely processing and payment.
- Support month-end and year-end closing activities, including accrual preparation and account reconciliations.
- Research outstanding checks, unapplied payments, and aging items.
- Prepare reports and maintain organized accounting records.
- Assist with audit requests and provide supporting documentation as needed.
- Cross-train with other Accounting team members to ensure continuity of operations.
- Identify opportunities to improve accounting processes and workflow efficiencies.
- Perform other duties as assigned.



Qualifications

- Associate's degree in Accounting, Finance, Business Administration, or related field preferred.
- Minimum of 3 years of Accounts Payable or general accounting experience preferred.
- Experience with Microsoft Dynamics 365 Business Central or other ERP/accounting software is preferred.
- Proficient in Microsoft Excel, including formulas, filtering, sorting, and data analysis.
- Strong organizational and time management skills.
- Excellent analytical and problem-solving abilities.
- Ability to prioritize multiple tasks while meeting deadlines.
- Strong attention to detail and commitment to accuracy.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and professionalism.

Knowledge, Skills & Abilities

Successful candidates will demonstrate the ability to:

- Work independently while managing multiple priorities.
- Learn new systems and accounting processes quickly.
- Analyze financial information and resolve discrepancies.
- Accept coaching and constructive feedback professionally.
- Take ownership of assigned responsibilities from start to finish.
- Adapt to changing priorities and business needs.
- Communicate effectively with vendors, coworkers, and management.
- Work collaboratively as part of a team while supporting departmental goals.
- Maintain a positive attitude and contribute to a professional work environment.

Physical Requirements

- Prolonged periods of sitting and working at a computer.
- Ability to occasionally lift up to 20 pounds.
- Ability to communicate effectively in person, by telephone, and electronically.

Why Join Kimbro Oil Company?

At Kimbro Oil Company, we believe our employees are our greatest asset. We offer a collaborative team environment, opportunities for professional growth, competitive compensation, comprehensive benefits, paid time off, company-paid life insurance, a 401(k) with company match, and the opportunity to make a meaningful impact within a growing organization.

Kimbro Oil Company is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by applicable law.



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