

Job Title: Accounts Payable & Accounts Receivable Specialist

Department: Finance / Accounting

Reports To: CEO

Location: Naugatuck CT

Job Type: Full-Time

Job Summary:

We are seeking a detail-oriented and experienced Accounts Payable and Accounts Receivable Specialist to manage the full-cycle AP and AR processes, including invoicing, payments, collections, reconciliations, and reporting. The ideal candidate will play a key role in maintaining accurate financial records, ensuring timely payments, and managing customer and vendor relationships with professionalism and efficiency.

Key Responsibilities:

Accounts Payable (AP):

- Process vendor invoices, ensuring accuracy and proper coding.
- Match purchase orders and receipts with invoices.
- Obtain proper approvals and enter invoices into the accounting system.
- Prepare and process weekly check runs, ACH, and wire payments.
- Reconcile vendor statements and resolve discrepancies in a timely manner.
- Maintain accurate and up-to-date vendor records and W-9 forms.
- Assist with year-end 1099 processing.

Accounts Receivable (AR):

- Generate and send accurate customer invoices in a timely manner.
- Apply incoming payments to customer accounts and resolve unapplied cash.
- Monitor customer accounts for delayed or missed payments.
- Perform proactive collections efforts via phone, email, and written communication.
- Negotiate and set up payment plans when necessary.
- Escalate delinquent accounts as needed and assist with third-party collections or legal action.
- Maintain accurate AR aging reports and prepare monthly collection status reports.

General Accounting & Administration:

- Reconcile AP and AR sub-ledgers to the general ledger.
- Assist with month-end close processes (journal entries, accruals, reporting).
- Support internal and external audits by providing requested documentation.

- Assist with credit checks and customer onboarding.
 - Maintain and organize financial records and documentation.
 - Identify opportunities for process improvement and support implementation of best practices.
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Qualifications:

- Associate's or Bachelor's degree in Accounting, Finance, or a related field preferred.
 - 3+ years of experience in a similar AP/AR role, including collections.
 - Strong understanding of accounting principles and financial procedures.
 - Proficient with accounting software (e.g., QuickBooks, NetSuite, SAP, Microsoft Dynamics) and Microsoft Excel.
 - Exceptional attention to detail and accuracy.
 - Strong communication and interpersonal skills.
 - Ability to manage multiple priorities and meet deadlines.
 - Experience in a high-volume or fast-paced environment is a plus.
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Preferred Skills:

- Experience with ERP systems or financial platforms.
 - Knowledge of sales tax rules and compliance.
 - Familiarity with GAAP and financial reporting standards.
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