



Job Title: Accounts Payable Specialist

Job Status: Full Time

FLSA Status: Exempt

Travel: None Expected

Location: Carmel, Indiana

Supervisor Title: Controller

### **JOB SUMMARY**

SePRO Corporation is a specialty environmental products company with a mission to Protect, Preserve and Restore nature. Through a tireless commitment to customer-centric innovation and solution-focused technical support, SePRO is poised for continued growth and market leadership.

The Accounts Payable Specialist is responsible for processing vendor invoices and purchase orders, ensuring accuracy and compliance with company policies and US GAAP. This role manages check runs, prepares and mails payment documents, and supports other accounting functions as needed. The position requires strong attention to detail and the ability to work in a fast-paced manufacturing environment.

#### **• Essential Duties and Responsibilities**

- Enter and process vendor invoices and match them to purchase orders within the accounting system.
- Enter vendor information and verify vendor ACH and FEIN.
- Verify invoice accuracy, resolve discrepancies, and obtain necessary approvals.
- Prepare and execute weekly check runs.
- Print, assemble, and mail checks and supporting documentation to vendors.
- Maintain organized records of invoices, payments, and related documents.
- Assist with month-end close by providing accounts payable reports and reconciliations.
- Respond to vendor inquiries and resolve payment issues promptly.
- Support other accounting functions such as expense reporting, credit card reconciliations, and special projects.
- Ensure compliance with internal controls and company policies.

#### **• Required Skills and Abilities**

- Strong understanding of accounts payable processes and purchase order systems.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Proficient in Microsoft Office Suite (Excel required) and accounting software.
- Strong communication skills for vendor and internal interactions.

- **Education and Experience**

- High school diploma or equivalent required, associate's degree in accounting or related field preferred.
- Minimum 2 years of accounts payable or other accounting experience, preferably in a manufacturing environment.
- Experience with ERP systems and purchase order matching required. Prior experience with Deacom preferred.

- **Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds occasionally.

- **Competency Statements**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word. Will be expected to talk to others on the phone.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.

SePRO Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.