

Job Title: Accounts Payable Specialist

Location: Roslyn, WA

Employment Type: Full-Time

About Us:

Inland Networks is a telecommunications company located in Roslyn, WA. We're looking for a detail-oriented and reliable Accounts Payable Specialist to join our accounting team and help keep our operations running smoothly.

Key Responsibilities:

- Review, process, and verify vendor invoices and expense reports
- Ensure invoices are coded accurately
- Prepare and execute weekly check runs and electronic payments
- Reconcile vendor statements and resolve discrepancies in a timely manner
- Maintain accurate records and filing of all accounts payable documentation
- Assist with month-end closing and reporting
- Communicate professionally with internal departments and vendors

Qualifications:

- Experience in accounts payable or a similar accounting role
- Strong attention to detail and organizational skills
- Proficiency in Microsoft Excel
- Excellent communication and problem-solving skills
- Ability to work independently and as part of a team
- High school diploma required; Associate's or Trade School in Accounting/ or Bookkeeping preferred

Why Join Us:

- Competitive pay and benefits package
- Friendly, supportive work environment
- Starting at \$24 - \$28 an hour D.O.E.

- Benefits include: Group Insurance; Medical/Dental, Life Insurance, and Long-Term Disability. Retirement; 401K contribution, Holidays; 9 paid holidays, employee birthday and floating day-off. Paid Time Off (PTO) starting at 4 hours per pay period (12 days first year). 401(k) contribution, PTO, Holiday Pay (9 paid holidays), employee birthday and floating day off.

How to Apply:

Please send your resume and a brief cover letter to jberry@inlandnet.com with the subject line “Accounts Payable Specialist Application – [Your Name].”