



**POSITION:** Senior Accounts Payable Specialist

**DATE:** January 2022

**REPORTS TO:** Accounting Manager

**FLSA STATUS:** Exempt

**DEPARTMENT:** Finance

**ACCOUNTABILITY OBJECTIVE:**

The Impel Senior Accounts Payable Specialist is responsible for Impel's Travel and Expense program, inclusive of providing excellent customer service, management of Impel's card programs and day to day expense reporting and auditing. Responsibilities include, but are not limited to, invoice processing and any Accounts Payable reporting, managing the T&E program, analyzing spend based on policies, auditing expense reports, and working with the Accounting Manager to identify and drive improvements, and become an expert in Impel's expense management system (Concur) and Bank provider platforms.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes the following. Other duties may be assigned.

- Ensure all invoices are coded and posted into the accounting system in an accurate and timely manner with the appropriate approvals
- Assist with Electronic Funds Transfers (EFT), wire payments and check runs
- Maintain communication with vendors to ensure any issues are addressed and resolved quickly
- Reconcile vendor statements and follow up to resolve any discrepancies, and preparation and analysis of other AP reporting
- Improve, develop, and communicate policies and procedures for the procure-to-pay process to achieve corporate objectives and ensure current processes are accurately documented
- Administer Concur expense system, including, but not limited to, user administration, imports/exports, policies, expense groups, forms, workflows, audit rules and integration with potential future systems
- Respond to internal business user requests for assistance with issues related to application functionality
- Manage and verify all expense reports and ensure compliance with company policies
- Develop and provide new user training
- Submit cases to Concur Support, when needed
- Update expense types to ensure proper GL code mapping
- Maintain integrity of the Concur system including review and monitor user profiles, assist in training, and participate in implementing system updates and new functionality
- Assist/prepare all AP/Concur month-end journals and assist GL with account reconciliations



- Review expenditures to ensure they are compliant with Impel process employee expense reports and maintain data within Concur
- Assist in the preparation of annual 1099 and other AP compliance reporting requirements
- Positively propose and drive initiatives and adopt a sense of continuous improvement

#### **EDUCATION, EXPERIENCE AND/OR SKILLS REQUIRED**

- BA/BS/MBA in Accounting or Finance
- 7+ years of Accounts Payable experience, preferably in the biotech or pharmaceutical industry
- Must have experience with Business Central (Microsoft Dynamics) and Concur
- Highly organized with the ability to prioritize tasks and meet deadlines in a high-volume setting
- Exceptional computer skills and ability to quickly learn new software
- Knowledge of accounts payable and the accounting cycle
- A willingness to take initiative to solve problems and a desire to identify process improvements
- Excellent interpersonal skills to work effectively with your team and other departments.
- Where permitted by applicable law, must have received or be willing to receive the COVID-19 vaccine by date of hire

#### **CULTURAL COMPETENCIES**

- **Collaborative:** Works together in an intersection of common goals by sharing knowledge, learning, and building consensus with others.
- **Flexibility:** Develops new or diverse strategies to achieve organizational goals. Able to lead in a changing and challenging work environment. Manages competing demands and unexpected events.
- **Ownership:** Demonstrates full ownership and takes accountability for the actions and execution of both self and the department.
- **Leadership:** Ability to be dynamic and visionary, and able to define clear and specific objectives, tasks, and responsibilities.
- **Initiative:** Measures self against a standard of excellence. Demonstrates persistence and overcomes obstacles, takes calculated risks to accomplish goals. Ability to work a demanding, primarily self-directed work schedule.
- **Professionalism:** Works well in a fast-paced environment; treats others with respect and consideration; accepts responsibility for own actions. Understands business implications of decisions, aligns work with strategic goals. Meets deadlines and commitments.
- **Communication Skills:** Clearly and persuasively communicates verbally and in writing. Listens and seeks clarification; manages difficult situations; maintains confidentiality.



- **Problem Solving:** Conducts appropriate analysis and makes clear, consistent, and timely decisions.
- **Detail minded:** Demonstrates accuracy and thoroughness; monitors own work to ensure quality and organization. Strong attention to detail while multitasking.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have demonstrated ability to multitask in high pressure, changing conditions. Sitting, standing, stooping, and lifting of packages up to 30 pounds may be required.

#### **WORKING CONDITIONS**

When based in the office, expect a noise level typically moderate for offices.

#### **PRIMARY LOCATION & TRAVEL**

Office location will be determined by incumbent current primary residence. Travel up to 10% to meet the ongoing needs of the business.