



## Accounts Payable Specialist

At WhiteWater Express, we are more than just a car wash; we are a company built on respect, communication, and a passion for people. Our dedicated team members are leaders within the company, and we believe that personal growth is the key to our organizational success. If you are a self-starter, motivated, and ready to take on new challenges, we want you to succeed with us, as a part of a rapidly growing business.

### **Position Overview**

We are seeking a detail-oriented Accounts Payable (AP) Specialist to join our finance team. The AP Specialist will be responsible for processing invoices, reconciling vendor accounts, and ensuring timely and accurate invoice coding and approvals. This role requires strong organizational skills, attention to detail, and the ability to work efficiently in a fast-paced environment.

### **Key Responsibilities**

#### Invoice Processing & Payments:

- Review and process vendor invoices, ensuring accuracy and proper coding.
- Verify invoice approvals, coding and documentation in AP Automation/Approval system (Limited manual AP invoice entry)
- Review and approve company purchasing card transactions, ensuring appropriate documentation is attached with correct coding
- Input entries into our Utility Stat Log for assigned locations, ensuring all location entries are completed monthly
- Prepare assigned vendor weekly payment runs

#### Reconciliation & Reporting:

- Reconcile accounts payable transactions and vendor statements, resolving discrepancies in a timely manner
- Assist with month-end closing by verifying utility stat logs are complete and up to date
- Maintain AP aging reports and follow up on outstanding invoices.

#### Vendor & Internal Communication:

- Respond to vendor inquiries regarding payment status, invoice discrepancies, and account reconciliations.

- Work closely with internal departments to resolve invoicing issues and ensure proper expense allocation.
- Assist with new vendor setup, ensuring compliance with company policies and tax regulations.

#### Compliance & Process Improvement:

- Maintain compliance with company policies, IRS regulations (including 1099 reporting), and accounting best practices.
- Identify opportunities for process improvements and automation to enhance efficiency.
- Ensure proper documentation and record-keeping in accordance with audit requirements.

#### **Qualifications**

- **Experience:** 2+ years of experience in accounts payable or a similar accounting role
- **Technical Skills:** Proficiency in accounting software (e.g., Sage Intacct, SAP, Oracle, QuickBooks, NetSuite), Microsoft Excel and Google Sheets
- **Knowledge:** Understanding of AP processes and internal controls.
- **Soft Skills:** Strong attention to detail, problem-solving skills, and ability to multitask
- **Communication:** Excellent written and verbal communication skills for interacting with vendors and internal teams
- **Time Management:** Ability to meet deadlines and prioritize tasks effectively

#### Preferred Qualifications:

- Experience working with ERP systems and AP automation tools
- Familiarity with multi-entity or multi-location accounting structures
- Knowledge of sales and use tax as it relates to vendor invoices

#### **Benefits**

- Competitive Compensation in Base and Bonus Potential
- Comprehensive Health Benefits (Medical, Dental & Vision)
- Pet Insurance available
- Employees accrue Paid Time Off from their first day of employment. The company also observes paid holidays.
- 401(k) Retirement Plan with Company Match
- Company-Paid Life Insurance
- Pathways to Advancement
- Free Weekly Car Washes

Our employees are our most valuable asset. We only employ the best people in the service industry who embrace new challenges with enthusiasm. If you are looking for professional development with advancement opportunities in a fast-growing organization, come join our Team!