

# ACCOUNTS PAYABLE SPECIALIST

(INTERNATIONAL TRADE – GLOBAL LOGISTICS)

*Baltimore, MD 21230 (Locust Point - McHenry Row)*

In a world facing new challenges, a nimble but steady ship is more important than ever. **Is there a seat on our boat for you?**

In a modern world where expertise is often devalued, Shapiro stands strong at 106-years old. We're so compliant, that US Customs learns from us! We were also named one of the Best Places to Work in Baltimore (again).

**At Shapiro, our Accounts Payable Specialist** will work under the supervision of the Accounting Manager to support the department. Duties include processing accounts payable transactions, outgoing vendor payments, corresponding with vendors regarding outstanding balances, checking payment status, processing check runs, interacting with our operations staff, and monitoring vendor statements.

We have a track record of transparency, developing employees, and investing in our environment like office space and now...work-from-home technology. We will transition to a "hybrid" environment in the future working 2-3 days a week at the office.

## JOB DESCRIPTION

### Typical duties include:

- Coding and review of accounts payable entries: Verify voucher numbers, vendor codes, amounts, and file numbers.
- Responsible for maintaining A/P tracking logs and other schedules.
- Processing weekly check runs and ACH debit batches for payables.
- Reconciliation and adjustment of payable amounts. Reconciliation of vendor statements to accounts payable records and solving discrepancies.
- Processing weekly check runs for domestic and corporate payables.
- Review, reconcile, and post a daily report related to US Customs & Border Protection transactions.
- Assist with managing and resolving all incoming vendor correspondences via phone and email
- Assist with reconciling foreign agent statements for international cargo shipments for our clients.
- Filing of payables & miscellaneous data entry.

## SKILLS

- Ability to remain engaged and focused. Excellent communication skills. Ability to problem-solve. Attention to detail and accuracy a must.
- Must be proactive with strong customer service skills, critical thinker, problem solver, able to be resourceful, organized, and detail & team oriented.

- Proficiency with computers and Microsoft Excel, Word, and Outlook.
- data entry proficiency with attention to detail and strong typing skills.
- Ability to handle various tasks simultaneously under high pressure and within demanding time constraints.
- Consistently reports for work as scheduled, on-time and ready/able to perform job responsibilities.
- Ability to interact with all individuals within the organization and be able to communicate information to customers and vendors.
- Discipline to implement and follow Standard Operating Procedures.
- Team player able to build trust and prove dependability.

## EDUCATION AND EXPERIENCE

- Must pass both a background and credit check.
- High School or General Equivalency Diploma (GED) required
- 0-2 years of recent experience in accounts payable preferred, but not required.
- Strong data entry proficiency with attention to detail and strong typing skills.
- Ability to interact with all individuals within the organization and be able to communicate information to customers and vendors.
- Ability to handle various tasks simultaneously under high pressure and within demanding time constraints.

## ABOUT SHAPIRO

Shapiro is a third-generation family-owned international shipping and logistics business, founded in 1915. For over a century, Samuel Shapiro & Company, Inc. has provided full door-to-door capabilities and proudly serves as a one-stop-shop for Customs brokerage and international freight forwarding services. It's simple – We Deliver. Problem Solved.

## CONTACT US!

**Please send all resumes via email to:**

Rich Lucas, Corporate Recruiter/Talent Advisor

[rich@shapiro.com](mailto:rich@shapiro.com)