

AP Team Lead, Domestic

(ACCOUNTS PAYABLE + GLOBAL LOGISTICS)

Baltimore, MD 21230 (Locust Point - McHenry Row)

When the freight market exploded, Shapiro relied on our expertise, adaptability, and one another! 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?**

***Hybrid:** Our headquarters is Baltimore, MD (Locust Point) and hybrid work will be required (1 day per week in the office) after your 45-days of in-office training.

Shapiro's Domestic A/P Team Lead (accounts payable) is responsible for processing accounts payable transactions including domestic trucking/carrier and corporate vendor payments. Also, you will lead the efforts with vendors regarding outstanding balances and payment status, processing check runs, and statements.

Shapiro has been solving international freight puzzles for 106-years but continues to evolve. We are proud to be a woman-owned company and named as a Best Place to Work. We are an extension of our clients' strategies, ambitions, and objectives.

JOB DESCRIPTION: Seeking high-volume invoice & data processing experience matched with problem solving abilities with AP puzzles and mismatches!

Typical duties:

- Coding and review of accounts payable entries, verifying the accuracy of voucher numbers, and file information.
- Reconciliation and adjustment of payable amounts.
- Main point of contact for resolving complex A/P related issues, ensuring compliance with vendor-payment terms.
- Monitors the AP Mailboxes to ensure appropriate processing times and resolution of inquiries.
- First escalation point for the domestic A/P team to resolve billing and vendor related questions and issues.
- Works with accounts payable team, operational teams and management to research and resolve discrepant billings and payables to ensure timely processing of payments.
- Responsible for A/P tracking logs and other essential schedules.
- Verify, triage, and accurately code all corporate related invoices.
- Initiate& process weekly check runs for ACH, wire transfers and check payments.
- Close monitoring of the A/P Aging, ensuring aged payables are resolved and proper review and reconciliation processes are in place.

- Collaborate with Accounts Payable Supervisor to maintain documented A/P best practices, identifying inefficiencies and recommending changes for review by senior management.
- Assist with processing urgent A/P check, ACH debit or wire requests.
- Stays informed of industry trends and regulatory requirements related to the trucking part of customs brokerage & international logistics.

SKILLS: Ability to remain engaged and focused. Excellent written and verbal communication skills. Ability to generate creative solutions and/or problem-solve.

- Professional behavior: Represents the company in a reputable, ethical, and businesslike manner and complies with company operating procedures and requirements.
- Strong leadership with the ability to motivate and mentor team members.
- 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.
- Proven 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.
- Proven 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.
- Aptitude to be cross-trained and contribute.
- Adaptable and capable of working in fast paced environment.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent combination of educational and professional work experience; focus in Accounting preferred.
- 3+ years of experience with high-volume accounts payable functions. Experience in domestic trucking or international logistics a plus.
- Supervisor or lead experience preferred but not required.
- Proven data entry proficiency with attention to detail and strong typing skills.
- Must pass both a background and credit check.
- EOE

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.

Please send all resumes via email to: Rich Lucas, Corporate Recruiter rich@shapiro.com