

Domestic AP Specialist

(ACCOUNTS PAYABLE + GLOBAL LOGISTICS)

Baltimore, MD 21230 (Locust Point - McHenry Row)

When the international and domestic freight markets 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 Accounts Payable Specialist is responsible for processing accounts payable (AP) transactions including domestic trucking/carrier and corporate vendor payments. Also, you will lead the efforts with vendors regarding outstanding balances, payment status, check runs, and payments. Experience with Shipco, PierPaSS and PortCheck a big plus.

Shapiro has been solving international freight puzzles for 107-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! Duties:

- Coding and review of accounts payable entries, verifying the accuracy of voucher numbers, and file information.
- Reconciliation and adjustment of payable amounts.
- Monitors the AP Mailboxes to ensure appropriate processing times and resolution of inquiries.
- Processing daily work from US Customs and resolving discrepancies.
- Maintain system with daily foreign currency rates.
- Assist with processing weekly check runs and ACH debit batches for domestic payables.
- Assist with resolving all incoming vendor correspondences via phone and email.
- Filing of payables & miscellaneous data entry.
- Responsible for A/P tracking logs and other essential schedules.
- Stays informed of industry trends and regulatory requirements related to the trucking part of customs brokerage & international logistics.

EDUCATION AND EXPERIENCE

- High School Diploma or GED; focus in Accounting preferred.
- 1-3+ years of experience with high-volume accounts payable functions. Experience in domestic trucking or international logistics a plus.

- Proven data entry proficiency with attention to detail and strong typing skills.
- Must pass both a background and credit check.

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.
- Ability to remain engaged and focused. Excellent communication skills. Ability to problem-solve. Attention to detail and accuracy is necessary.
- 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.

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