

Accounts Payable Administrator

RMS Headquarters - Stamford, CT

Full-Time, On-Site

POSITION SUMMARY:

The Accounts Payable Administrator is responsible for the timely and accurate processing of supplier payments. Other responsibilities include ensuring that approval processes are followed, data is entered accurately into our Timberline/Timberscan/Sage 300 accounting systems, payments are made in a timely manner, and will handle other accounting assignments as needed. This position works closely with the Construction and Property Management team members to resolve contract and payment disputes with suppliers. The position reports to the Accounting Manager.

POSITION REQUIREMENTS:

- High school diploma or equivalent.
- Two + years of accounts payable experience in a high-volume, fast-paced environment.
- Experience with Timberline/Timberscan/Sage 300 or similar accounting software is desired.
- Strong Excel skills and proficient in MS Office Suite.
- Strong communication and interpersonal skills.
- A team player who is detail and process-oriented with the ability to multi-task.

TO APPLY

Please respond with "Accounts Payable Administrator"
in your email subject line to: careers@rms-companies.com

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