



Accounts Payable Specialist

Greenville, SC

Lima One Capital is searching for a quality person who possesses strong values, a great work ethic, attention to detail, assertiveness, and confidence. Experience processing accounts payable is preferred. We are a fast-growing company, and candidates have great potential to grow within the company. The job responsibilities for this position are as follows:

A generalized list of responsibilities is below.

- Enter invoices with proper coding and documentation into QuickBooks
- Process payments for Tax and Insurance invoices
- Print checks and organize checks with invoices for payment approval
- Prepare entries to record vendor payments made by credit cards
- Field internal requests to research invoice payments to vendors
- Coordinate payments with our electronic payment processor for select vendors
- Maintain vendor files to assure proper documentation of mailing address, Tax ID, email address, phone #, 1099 requirements
- Prepare 1099 MISC for electronic filing to the IRS
- Enter wire information for wiring payments to vendors
- Other projects as necessary

Qualifications

- QuickBooks software experience is preferred but not required
- A high school graduate is required, bachelor's degree preferred

Benefits

- Medical insurance
- Dental insurance
- Life, short-term disability, and long-term disability
- 401k plan
- Paid vacation

If you're interested in this position, please email your resume to Employment@LimaOneCapital.com.