



University Surgical Associates™

JOB TITLE: ACCOUNTS PAYABLE SPECIALIST
DEPARTMENT: ACCOUNTING
REPORTS TO: CONTROLLER

JOB SUMMARY:

The Accounts Payable Specialist is responsible for accurately processing invoices, managing vendor payments, reconciling accounts, and supporting month-end close activities. The ideal candidate combines strong accounting fundamentals with a customer-service mindset and experience working in a technology-enabled accounts payable environment.

POSITION ACCOUNTABILITIES:

- Build and maintain strong vendor relationships through effective communication and problem resolution.
- Research, investigate, and resolve invoice discrepancies and payment issues.
- Match purchase orders, receipts, and invoices to ensure accurate payment processing.
- Process vendor invoices accurately and in a timely manner.
- Maintain vendor records, including W-9 documentation and payment information.
- Reconcile vendor statements and accounts payable records.
- Partner with Procurement, Operations and Accounting teams to ensure compliance with company policies and payment procedures.
- Identify opportunities for process improvement, automation, and increased efficiency within the accounts payable function.

- Commitment to perform all job responsibilities in accordance with the philosophy, mission, and values of USA. Honest, ethical, professional behavior is a condition of employment.

PHYSICAL REQUIREMENTS:

The physical requirements listed are representative of those that may be faced by an Accounts Payable Specialist throughout their scope of employment. To conduct this position properly, applicants must be able to complete the following list of physical tasks. Reasonable accommodation will be available for those individuals with disabilities and are not able to complete the following tasks.

- Sitting or standing for prolonged periods of time
- Bending and reaching
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus as needed

QUALIFICATIONS:

- High School Diploma or equivalent
- Associate's degree in accounting, Finance, or related field preferred.
- 2+ years of relevant accounts payable experience may be considered in lieu of a degree.
- Familiarity with ERP platforms (e.g., Great Plains, Intacct, or Salesforce).
- Excellent attention to detail, organizational, and communications skills.

The above duties are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee so classified.

University Surgical Associates is an at will employer. Your employment with University Surgical Associates is for an indefinite period of time and it is subject to termination by you or University Surgical Associates with or without cause, with or without notice, and at any time

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____