

HIGHMARK



Highmark Companies is adding an experienced, highly organized, and detail-oriented **Senior Accounts Payable Specialist** to our team. The Senior Accounts Payable Specialist position is responsible for ensuring accurate and timely processing of payments to vendors, suppliers, and other stakeholders while contributing to the overall financial health of the organization.

Pay: \$55K – \$65K annually

Responsibilities:

- To ensure both individual, and the teams, processing targets are met on a daily / weekly basis
- To ensure that all invoice queries are actioned promptly, fully documented and followed up
- Ensure all invoices are presented correctly in accordance with audit requirements
- Deal with ad hoc requests / queries as necessary
- Review and inquire about discrepancies in vendor statements
- Contributing to the teams' performance, ensuring no backlogs occur and that the Accounting Supervisor are fully informed of all potential problem situations
- Overseeing and reconciling company credit card statements
- Reconciling and inputting employee expense reports
- Managing the sub compliance process
 - Onboarding new subcontractors
 - Ensuring proper documentation is provided and maintained (insurance certificate, subcontractor agreement, builders license, W9, etc.)
 - Tracking and updating expiration dates
- Assist with other month end close duties as assigned
- Participate in special projects as needed

What Highmark Companies offers to you:

- Competitive Base Salary
- Health Insurance- Company pays 100% of employee premium
- Health Savings Account
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term & Long-Term Insurance
- 401K + Company Matching
- Paid Holidays
- Responsible Paid Time Off Policy (flexibility to take time off to balance life outside of work)
- Profit Sharing
- Paid Employee Referral Program
- Employee Discount Program
- Great culture and team dynamic

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune in 2022 & 2023! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit

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organizations. We couldn't have gotten this amazing honor without our employees. **Come see what it's like to be a part of a Top Workplace!**

Qualifications:

- 3+ years of experience in accounts payable or data entry
- Experience using TimberScan (AP approval software) or SAGE 300 (accounting system) preferred but not required
- Able to process a high-level volume of invoices on a daily basis with minimum error rate
- Ability to meet tight deadlines
- Must possess strong organizational skills and attention to detail
- Confidence when working with others
- Strong written and verbal communication skills
- Intermediate level proficiency in computers including Microsoft Excel, Word, Outlook Etc.
- Instill the 5 core values of Highmark
 - Trustworthy
 - Intentional
 - Driven
 - Humble
 - Wise

