

## JOB DESCRIPTION

**JOB TITLE:** Accounts Payable Specialist  
**DEPARTMENT:** Accounting  
**PEOPLE LEADER:** Accounts Payable Manager

**EXEMPTION STATUS:** Exempt  
**EEO-1 STATUS:**

**JOB SUMMARY:** Work with AP Manager and Senior AP Specialist to ensure all carriers are paid in a timely manner while maintaining accurate data and nurturing relationships with carriers. The Accounts Payable Specialist is an entry-level accounting position that is responsible for all incoming phone calls and processing all Carrier invoices.

### **ESSENTIAL DUTIES**

- Build and maintain positive relationships with carriers.
- Review and image all carrier invoices and required backup documentation.
- Review and image all carrier quick pay invoices and required backup documentation.
- Research all rate discrepancies and correct them.
- Check and respond accordingly to pay status and other miscellaneous requests.
- Answer all calls coming into the Accounting Department and handle them accordingly.
- Reach out to carriers for paperwork when needed.
- Process all direct deposit setups within PowerBi and receive via email.
- Complete and return aging reports requested from carriers and factoring companies.
- Handle all remittance requests from carriers and factoring companies.
- Process rate reduction forms within EASEONE.
- Respond accordingly to website inquiries via Contact Forms.
- Update all missed unpaid settlements.
- Send Rate Cons to carriers when requested.
- Maintain a commitment to the mission, vision, and values of EASE and demonstrate a commitment to high professional ethical standards.
- Ability to work in a fast-paced environment by remaining flexible and handling change with ease.
- Demonstrate efficient time management skills by being punctual and reliable.
- Maintain a commitment to the mission, vision, and values of the organization and demonstrate a commitment to high professional ethical standards.
- Display effective communication skills for both verbal and written correspondence, ensuring all communication is respectful, professional, and polite.

### **LEADERSHIP AND SUPERVISORY RESPONSIBILITIES**

- None.

ADDRESS:	EASE LOGISTICS 5725 AVERY RD DUBLIN, OH 43016
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MAIN:	614-553-7007
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**PROFESSIONAL**

- Ability to adapt and work in a fast-paced environment.
- Build and foster an environment of teamwork, integrity, and leadership.
- Communicate, written and verbal, in a manner that is respectful, professional, and polite.
- Demonstrate efficient time management skills by being punctual and reliable.
- Keep work station clean and free of clutter.

**WORK ENVIRONMENT**

- The physical environment requires the employee to work in an open office setting with regulated temperatures, where many people are on the phone for long periods.

**PHYSICAL DEMANDS**

- Sitting or standing at a desk, typing, looking at multiple computer screens, and responding to inbound/outbound phone calls, emails, and instant messages throughout the day.
- Occasionally may need to bend, stand, or lift up to 10 lbs.

**POSITION TYPE AND EXPECTED HOURS OF WORK**

- This position is full-time. Employees typically work Monday-Friday, typical working hours (with an hour lunch), 40+ hours per week, as business demands.
- This role is expected to work outside of typical business hours as business needs dictate.

**TRAVEL**

- This position would require minimal to no travel. Employees may travel to work-related conferences, trainings, events, etc.

**QUALIFICATIONS***Education & Experience*

- High School Diploma or GED required.
- A bachelors degree and a minimum of 1 year related experience, or a associates degree and a minimum of 2-3 years related experience or a minimum of 4-6 years related experience preferred.
- Additional related trainings and certifications will be weighted on a case by case basis.

*Additional Desired Skillset*

- Customer service-related talents.
- Excellent communicator with a great phone presence.
- Constructive problem solver.
- Proficient in Outlook and Teams; intermediate in Excel and Word.
- Experience in transportation industry an asset, otherwise must be willing to learn a lot very fast.
- Ability to remain calm under sometimes stressful situations.
- Ability to adapt quickly to different situations and multi-task.

**DISCLAIMER:** EASE is a rapidly growing and changing company, responsibilities of this position will continue to adjust as needed to meet business demands. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee and may change, or new ones may be assigned at any time. Employees will be notified of any additions or changes to responsibilities, duties, or expectations by their direct manager or anyone in a position of authority within EASE Logistics.

**EQUAL OPPORTUNITY:** EASE Logistics Services LLC is an equal opportunity employer. Each applicant and employee will be given full consideration for employment and advancement without regard to race, religion, color, sex, national origin, veteran status, age, or disability.

**EMPLOYMENT AT WILL:** EASE Logistics is an "at-will" employer. "At-will" means that employee or EASE Logistics can end the employment relationship at any time, for any reason, and without cause or notice. Employee and EASE Logistics have not entered any length of employment contract.

**ACKNOWLEDGEMENT:** I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with EASE Logistics.

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Employee Signature

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Date

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Printed Name