



MENN LAW FIRM LLP

Position: Accounts Payable Specialist
Department: Shared Services

Reports to: Chief Financial Officer
Status: Nonexempt

Essential Job Functions

Reviews accounts payable invoices, assigns vendor numbers and similar identifying data, and confirms correct accounting codes are utilized. Manages recurring EFTs, making necessary edits to payment schedules, and ensuring accurate saving of entries. Generates journal entries as needed.

Responsible for processing expense reimbursements and vendor payments, and other payments owed to suppliers. Tracks due dates and ensures timely submission of payments.

Reconciles company credit cards and multiple bank accounts, addressing any issues that arise during the process. Participates in developing process and policy as it relates to the accounts payable function. Recommends innovative approaches and procedures to continually improve efficiency of the Firm and The Finance Department

Identifies best practices in AP processes to help reduce errors and inconsistencies that impact financial processes.

Prepares requested reports, including monthly hour recaps, generates various reports and assists the CFO with tasks as assigned, including data entry and project coordination.

Organizes and files for the Firm's financial documents according to established filing procedures.

Knowledge & Skills

High School Diploma required. Associate Degree in Finance, Accounting or related discipline and a minimum of 3-4 years applicable experience or the equivalent combination of education and experience required. Demonstrated understanding of financial statistics and accounting principles required.

Detailed Ledger experience - accounting areas, including, but not limited to accounts receivable (invoicing cash receipts/application) and accounts payable (vouchers and payments).

Proficiency in Microsoft Office products, most notably Excel.

Strong analytical and problem-solving skills, particularly with maximization of costs and efficiencies

Skilled in handling confidential business matters and information with discretion. Excellent organizational and communication skills along with a strong attention to detail required.

Must be able to work in a high-intensity, highly fluid, and fast-paced environment; independent work management required.

Physical Requirements

Prolonged sitting, standing, bending, twisting. Ability to lift up to 50lbs without assistance, controlled climate.

Disclaimer: This job description is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements, or working conditions associated with the job. Management reserves the right to revise the job and/or require additional or alternative tasks to be performed as assigned.

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