

Accounts Payable Specialist-02998

DESCRIPTION

Company Overview

Gallup's forward-thinking research, analytics, and advice help leaders around the world solve their most pressing problems. Combining more than 75 years of experience with our global reach, we know more about the attitudes and behaviors of the world's constituents, employees, and customers than any other organization. Gallup helps private and public organizations boost organic growth through measurement tools, strategic advice, and education. Our 2,000 professionals deliver services at client organizations, through the Web, and in nearly 40 offices around the world.

Gallup hires people who bring energy, enthusiasm, and the right talents to our unique workplace. Our associates are self-starters with a mission to achieve great things and to contribute to new ideas and fresh concepts that are rooted in profound research and refined intelligence. Through hard work and collaboration, Gallup associates strive to build great relationships with each other and in client organizations.

The Opportunity

- Are you an analytical thinker with lots of common sense?
- Are you precise, and can you create systems that help ensure accuracy?
- Do you build friendships quickly and easily with coworkers and clients?
- Do you want to join a world-class organization where your strengths are maximized daily?
- Do you pitch in and stay late when deadlines loom?
- Does your personal touch produce the highest service quality?
- Are your records beautifully organized and accurate in every detail?

Gallup is looking for an Accounts Payable Specialist. In this role, you will have internal and external customers. Duties include: assisting with analysis of invoices and handling vendor inquiries, reviewing employee expenses to maintain integrity of employee spending, processing wire exchanges and ACH obligations, and reconciling payables based on required monthly reporting. Gallup is a global organization, and as an Accounts Payable Specialist, you will work with global partners to review and initiate payment of invoices in other countries. Accounts Payable Specialists are also responsible for vendor contract review and maintenance. As a team player with excellent communication skills and an eye for detail, you'll take pride in achieving results and will naturally accept responsibility for projects.

QUALIFICATIONS

- A bachelor's degree in accounting or a related field such as finance or business management is required.
- Proficiency in Microsoft® Excel® is also required. Knowledge of Oracle Applications, specifically Oracle Payables and General Ledger module. Full training in Oracle Financials software will be provided. However, prior use is an advantage.

Gallup is an Equal Opportunity Employer
Applications are only accepted through the link below:

<https://gallup.taleo.net/careersection/jobdetail.ftl?job=02998&lang=en#.V7p2W6uPcq8.gmail>