

Position: Accounting & Payable Specialist

Job Title: Accounting & Payable Specialist	Department: Finance
Reports To: Chief Financial Officer	Job Type: Full Time
Location: In-Person, Guaynabo	Status: Exempt; Non-Union

Job Description	<p>We are looking for a dependable and process-driven Accounting & Payable Specialist to join our Finance team at Liberman Media Group. This role is responsible for managing vendor payments, maintaining accurate aging reports, and ensuring compliance with internal controls. The ideal candidate will have strong communication and problem-solving skills to coordinate effectively with vendors and internal teams.</p>
Key Responsibilities & Accountabilities	<ul style="list-style-type: none"> • Monitor AP aging to prioritize timely payments and avoid late fees. • Perform regular account reconciliations, including bank, balance sheet, and sub-ledger accounts, ensuring accuracy and timely resolution of discrepancies. • Research and investigate variances between systems, accounts, or supporting documentation; escalate unresolved items when needed. • Prepare and maintain detailed reconciliation schedules to support monthly and quarterly close activities. • Assist with journal entries, accruals, and other month-end close processes. • Support internal reporting by providing reconciliation-based analyses and backup documentation. • Maintain proper documentation of reconciliation processes to ensure audit readiness and compliance with internal policies. • Process vendor invoices accurately and on time, ensuring proper coding and approvals.

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	<ul style="list-style-type: none"> • Schedule and execute vendor payments in accordance with agreed terms. • Coordinate with vendors and internal departments to resolve discrepancies and payment issues. • Ensure compliance with internal control procedures and company policy. • Support the Senior Accountant with tasks and responsibilities as assigned. • Prepare and maintain accounts payable reports, including aging summaries, payment forecasts, and vendor balance analyses, to support financial reporting and cash flow planning. • Collaborate with other finance team members to ensure accuracy in AP, AR, and general accounting functions. • Other related tasks may be required according to the needs of the Department.
Qualifications & Experience	<ul style="list-style-type: none"> • Bachelor's degree in accounting, Finance, or Business. • 5+ years of experience in accounts payable or vendor management. • Familiarity with accounting software (e.g., QuickBooks, NetSuite, SAP). • Strong attention to detail and ability to meet deadlines. • Excellent communication and organizational skills. • Bilingual (English/Spanish) preferred but not required. • Ability to manage multiple priorities in a fast-paced environment.
Environmental Conditions	Requires the employee to work in-office. If necessary, work on weekends and evenings, based on requirements.
Mobilities	Minimal

Please send your resume to: lberrios@teleonce.com

Contact person: Leslie Berríos