

Colombia Jobs Expertini®

Sr Accounts Payable Analyst

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Company: Anthology

Location: Colombia

Category: other-general

Senior Accounts Payable Analyst Hybrid Remote - Colombia

The Opportunity: Anthology offers the largest EdTech ecosystem on a global scale, supporting over 150 million users in 80 countries. Our mission is to provide dynamic, data-informed experiences to the global education community so that learners and educators can achieve their goals. We believe in the power of a truly diverse and inclusive workforce. As we expand globally, we are committed to making diversity, inclusion, and belonging a foundational part of not only our hiring practices but who we are as a company. For more information about Anthology and our career opportunities, please visit www.anthology.com.

Primary responsibilities will include:

- Invoice Processing Receiving, reviewing, and verifying vendor invoices for accuracy, completeness, and adherence to company policies
- Coding and entering invoices into the accounting system, ensuring proper account classification and cost center allocation
- Matching invoices with purchase orders and receiving documents to validate goods or services received
- Payment Processing Preparing and processing payment batches, including checks, electronic funds transfers, and wire transfers
- Maintaining accurate records of payment schedules and ensuring timely disbursement of funds to vendors
- Vendor Relations Reconciling payments and resolving discrepancies with vendors and internal stakeholders
- Maintaining positive vendor relationships through timely responses and issue resolution
- Collaborating with procurement and other departments to address purchasing and payment discrepancies
- Expense Reconciliation Reconciling vendor statements and accounts to ensure accurate recording of financial transactions
- Investigating and resolving discrepancies between invoices, purchase orders, and payments
- Month-end and Year-end

ProcessesAssisting in month-end and year-end closing procedures by providing necessary documentation and reconciliationsSupporting the finance team in preparing accruals and adjusting journal entries related to accounts payableCompliance and Policy AdherenceEnsuring compliance with company policies, procedures, and internal controls related to accounts payableStaying informed about relevant regulatory requirements and industry best practicesProcess ImprovementIdentifying opportunities for process improvements within the accounts payable function to enhance efficiency and accuracyParticipating in cross-functional teams to implement changes and streamline workflowsThe Candidate:Required skills/qualifications:4-6 years of experience in accounts payable, accounting, or similar finance roles Proficiency in Dynamics 365 (ERP) systems or familiarity with D365Strong attention to detail and accuracy in data entry and recordkeepingExcellent communication skills for effective vendor and internal stakeholder interactionsSolid understanding of financial principles and general accounting practicesAbility to work independently, manage priorities, and meet deadlinesAnalytical skills to resolve discrepancies and identify potential issuesProficient in Microsoft Excel and other relevant office softwareFluency in written and spoken English at CEF B2 level orabovePreferred skills/qualifications:Bachelor's degree in Accounting, Finance, or related fieldThis job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time. Anthology is an equal employment opportunity/affirmative action employer and considers qualified applicants for employment without regard to race, gender, age, color, religion, national origin, marital status, disability, sexual orientation, gender identity/expression, protected military/veteran status, or any other legally protected factor.

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