

## Sr Accounts Payable Analyst

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Company: Anthology

Location: Colombia

Category: office-and-administrative-support

### 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

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 Processes

Assisting in month-end and year-end closing procedures by providing necessary documentation and reconciliations

Supporting the finance team in preparing accruals and adjusting journal entries related to accounts payable

## Compliance and Policy Adherence

Ensuring compliance with company policies, procedures, and internal controls related to accounts payable

Stay ing informed about relevant regulatory requirements and industry best practices

## Process Improvement

Identify ing opportunities for process improvements within the accounts payable function to enhance efficiency and accuracy

Participat ing in cross-functional teams to implement changes and streamline workflows

## The 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 D365

Strong attention to detail and accuracy in data entry and recordkeeping

Excellent communication skills for effective vendor and internal stakeholder interactions

Solid understanding of financial principles and general accounting practices

Ability to work independently, manage priorities, and meet deadlines

Analytical skills to resolve discrepancies and identify potential issues

Proficient in Microsoft Excel and other relevant office software

Fluency in written and spoken English at CEF B2 level or above

### Preferred skills/qualifications:

Bachelor's degree in Accounting , Finance, or related field

This 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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