



**Position:** Accounts Payable Specialist  
**Location:** Orlando, FL  
**Salary:** Determined by experience and qualifications

XOS Digital, a leading sports media and technology company, has an immediate need for an Accounts Payable Specialist to join our finance team located in the Lake Mary, FL office.

**Responsibilities Include:**

- Review all invoices for appropriate documentation and approval prior to payment
- Processing and payment of vendor invoices
- Reconciliations of accounts payable sub-ledgers to the general ledger
- Match vendor invoices with proper approvals/packing slips and backup
- Maintain vendor files
- Audit time and expense reports
- Prepare manual checks as required
- Maintain employee expense report files
- Maintain financial statement, fixed assets, bank reconciliation and journal entries files
- Process credit applications
- Conduct vendor research as necessary to resolve questions and W-9/1099 compliance
- Maintain strong, effective working relationship with vendors

**Required Qualifications:**

- Minimum of three years of accounts payable experience
- Experience with Microsoft Office and thorough knowledge of Excel
- Desire and ability to work in a flexible, entrepreneurial environment
- Ability to manage multiple priorities and perform tasks with minimal supervision
- Strong attention to detail; excellent organizational and communication skills
- Ability to maintain confidentiality concerning vendor and employee files
- Team player who demonstrates strong interpersonal skills, professionalism and positive attitude

**Apply**

XOS Digital is an EOE

XOS Digital offers a competitive salary, a fun team-orientated environment and excellent benefits that include health, dental and life insurance, 401K with company



match, short and long term disability, Flexible Spending Accounts, and Vacation, Sick, and Personal time off.

Please submit a cover letter, resume, and references to [jointheteam@xosdigital.com](mailto:jointheteam@xosdigital.com). We appreciate the time you spent in contacting us and thank you for your interest in XOS Digital.

Find out more about XOS Digital at [www.XOSDigital.com](http://www.XOSDigital.com).