

# Argentina Jobs Expertini®

## Accounts Payable Specialist

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Company: Sonder

Location: Argentina

Category: other-general

Sonder is on a mission to revolutionize hospitality and make a world of better stays open to all. No two Sonders are the same – each property has a bespoke design and contains a mix of rooms, suites, and apartments. Though each Sonder is unique, our mobile app allows guests to effortlessly navigate their stay. From check-in to checkout, everything they need is just a tap away. To be better is a never-ending pursuit and revolutions don't happen overnight. But, together, we can forever change the way people stay, for the better. We are looking for someone who breathes hospitality operations and is energized by the opportunity to maximize, motivate, and inspire a team to deliver an amazing Sonder guest experience. Our Sonder locations are distributed across a city in different shapes, sizes, ages, and styles, and we pride ourselves on offering a hotel-like service. That's what you'll own.

### Life at Sonder

We aspire to build a workplace where employees can thrive. Our culture shapes how we make decisions, how we conduct meetings, how we communicate, and how we treat each other. It's the coordinated way in which we work that gives us a shot at achieving the epic tale we hope to be part of. Our Leadership Principles are a foundational part of our culture and they play a vital role in guiding the values and actions of our team members. Each of these principles is at the heart of what we do. Check out to find out more about our Culture and Principles.

We are looking for individuals who can make this role their own, provide insightful workflow suggestions, and be able to communicate effectively with all departments. This Accounts

Payable Specialist role completes payments, controls expenses by receiving, processing, verifying & reconciling invoices/expense reports. This individual should have experience in 3-way matching invoices, how to allocate costs correctly and payment disbursement.

Sonder is a rapidly growing organization and as such our accounting team must be very agile and be comfortable working in an evolving environment.

The Opportunity:

Review vendor invoices for completeness and process in accounting system timely.

Apply correct G/L and category coding to vendor invoices in preparation for payment and route invoice for approval.

Match PO to vendor invoice; work with operations personnel to resolve discrepancies.

Prepare check, ACH & wire payments for daily/weekly vendor payments; ensure payments are properly executed, and payment failures are identified and resolved.

Review all employee expense reports, reconcile with receipts and send out monthly reminders.

Assist with month-end AP accruals & capturing vendor invoices & expenses.

Provide problem and invoice resolution assistance to vendors and internal company personnel with tact and diplomacy; act as a liaison between departments and vendors.

Ensure compliance of all accounts payable policies and controls

Be proactive and identify areas in need of improvement and take action to implement process improvements when appropriate to increase overall department capacity

Provide effective and timely follow through with internal and external inquiries.

Oversee vendor account discrepancies; identify and implement corrective actions.

Review and verify compliance for domestic and international vendor setup. Obtain necessary tax forms. Complete US 1099 filings.

Routinely perform periodic audits to ensure that invoices have been processed accurately and paid within terms.

Who we look for:

Bachelor's degree in Accounting or Business or equivalent applicable experience.

Minimum of 5-years of experience in accounts payable

Netsuite ERP knowledge preferred but not required

Experience with 2 or 3 way PO match

Property Management or Hospitality a plus

Excellent communication skills; both written and verbal

Strong math, computer & analytical skills

Team player with positive and agile attitude required

Must be able to work independently and organize work efficiently.

### **Benefits**

We offer attractive employee travel perks for any Sonder location as well as competitive stock, health and lifestyle benefits. For eligible employees, benefits may include:

Competitive compensation

Generous stock plan

Medical, dental and vision insurance (where applicable)

Flexible vacation

Wellness and volunteering days

Annual free credits and discounts to stay in Sonders

Workplace flexibility (for remote-specified positions only) #ABetterWaytoWork

### **Learn More About Sonder**

Blog:

Instagram:

### **Equal Opportunity**

We are an equal-opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability status, or any other classification protected by applicable state, federal or local law. is one of Sonder's Leadership Principles. Living up to that principle means fully embracing diversity: ensuring that all of our employees, guests, partners, and communities feel safe, respected, included, cared for, and empowered.

As part of our commitment to creating a workplace open to all, we have created , also known as employee resource groups. These groups aim to foster a diverse, equitable, and inclusive workplace aligned with the communities they serve.

**If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to .**

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