

Argentina Jobs Expertini®

Accounts Payable Specialist

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Company: Dialpad, Inc.

Location: Buenos Aires

Category: other-general

About Dialpad

Work Beautifully

Dialpad is the leading Ai-Powered Customer Intelligence Platform that is transforming how the world works together. Based on 4 billion minutes of analyzed voice and meetings data and growing, we have designed one, beautiful workspace that seamlessly combines the most advanced Ai Contact Center, Ai Sales, Ai Voice, and Ai Meetings with Ai Messaging. More than 30,000 innovative brands and millions of people use Dialpad to unlock productivity, collaboration, and customer satisfaction with real-time Ai insights. With initial funding and leadership from Google and leading venture capitalists such as ICONIQ and Andreessen Horowitz, Dialpad has over \$200M in ARR and is one of the fastest growing Ai companies in the world.

Your Role

As an Accounts Payable Specialist, you will be part of the Dialpad Corporate Accounting Team, reporting into the Accounting Manager. You are detail-oriented, self-motivated, a team-player and have exceptional customer service skills. Your responsibilities will include, but are not limited to, management of the payables and expense inboxes, processing of vendor invoices for complete and accurate recording to the general ledger, responding to internal and external inquiries relating to purchases, invoices and employee expenses, as well as partnering closely with the Purchasing Team for appropriate application of invoices to approved purchase orders.

What you'll do

Manage the master vendor listing, including setting up approved vendors and reviewing W-9s

Manage the payables and expense email inboxes, responding to inquiries from internal and external stakeholders timely and professionally

Daily processing of vendor invoices and application to approved purchase orders

Appropriately code vendor invoices and expenses for accounting including account, department and dates

Apply company policies to code invoices and expenses for capitalization when appropriate (i.e. fixed assets or prepaid expenses)

Monitor the AP aging and DPO KPI's, and follow up with approvers for bills coming due

Review and process employee expense reports and ensure compliance with Company's expense policy

Reconcile corporate purchasing cards for travel & other transactions

Support month-end close with aging analysis and accruals

Build out desktop procedures and process narratives for the purchase-to-pay cycle

Ad hoc assignments or projects as assigned

Skills you'll bring

3+ years of accounts payable experience or accounting, including account selection and application of policies, and identifying service periods

Degree in accounting, finance or business preferred

Skilled team player with proven interpersonal skills and a track record of successfully working with cross-functional contacts

Self-starter with superb attention to detail and organization skills

Experience working independently and applying critical thinking to solve problems

Excellent communication skills both in internal follow ups and vendor responses

Solid understanding of the full procure to pay process

Familiarity with bill.com, Netsuite or similar AP and ERPs a plus

Enthusiasm for fast paced environments

Dialpad benefits and perks

Equity, balance, and belonging

At Dialpad, we strive to ensure that Dialers are free to bring their full selves to work each day, and champion the intersectionality that exists between gender identity, ethnicity, age, disability status, and the many other aspects of our greater humanity.

Culture

We've been named a Top Workplace seven times, and a big part of this is because of our collaborative culture that elevates our teammates, celebrates wins, and brings together passion and talent.

Compensation and equity

Teamwork makes the dream work, and Dialpad offers competitive rates in addition to stock options because each and every Dialer participates in our success.

Continuing education

Dialpad offers a yearly stipend for continued learning and education expenses.

Don't meet every single requirement? Studies have shown that women and marginalized groups are less likely to apply to jobs unless they meet every single qualification. At Dialpad we are dedicated to building an inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

Dialpad is an equal-opportunity employer. We are dedicated to creating a community of inclusion and an environment free from discrimination or harassment.

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