



Job Title: Accounts Payable Specialist

Location: On-Site: Zebulon, NC

Reports to: Accounting Manager

About Us

At Next Century Spirits, we're rethinking how exceptional spirits come to life. From our patented production Spiranova™ technology to the creativity of our Spirits Design Studio, we've redefined what's possible in spirits production, with an award-winning portfolio of brands, premium private label partnerships, and respected bulk and co-packing solutions.

We're a fast-growing spirits company built on hustle, creativity, and passion. Our portfolio includes both breakout brands and high-potential new launches, including celebrity-backed labels. We move fast, think like entrepreneurs, and roll up our sleeves daily to build brands from the ground up and through selective acquisition, and we're just getting started.

The Role

We are looking for a detail-oriented Accounts Payable (AP) professional who can own and streamline the company's day-to-day payables process, ensuring accuracy, timeliness, while developing strong vendor relationships. This individual will provide support to the finance team and will report directly to the Accounting Manager. The AP Specialist is responsible for managing and processing the company's financial transactions. This includes handling vendor invoices, maintaining financial records, and resolving discrepancies.

What You'll Do

- Manage the accounting email which includes evaluating emails and deciphering appropriate action which could include forwarding to appropriate team members for action. In addition, it will be necessary to extract vendor invoices to process, review vendor statements, & maintain vendors relationships
- Process a high volume of vendor invoices between various company inboxes in our AP processing software
- Ensure appropriate approvals and coding of invoices prior to processing
- Reconcile various accounts such as Accounts Payable & AP clearing accounts.

- Monitor activity between multiple interrelated companies, located in two ERP systems for several months prior to a transition to a single ERP.
- Extract bills & supporting documentation from third party distributor partners to process
- Assist with month-end closing processes to ensure timely completion
- Provide weekly and monthly reports to assist with accounts payable
- File required yearly 1099s
- Assist with continuous improvement of AP processes & procedures

Who You Are

- 3+ years of experience performing financial support and AP-related responsibilities
- Highly organized, adaptable, and energized by a fast-paced, DIY environment
- Strong understanding of accounting principles and best practices in financial reporting
- Comfortable tackling both high-level challenges and the details needed to get results
- Excellent communicator and collaborator
- Comfort with adopting new technologies to streamline workflows and improve reporting accuracy
- Proficient in Microsoft Excel & other Office applications
- Ability to maintain confidentiality and exercise discretion

Preferred

- BS/BA in Accounting, Finance, or related fields
- Prior experience:
 - NetSuite/Oracle Crafted ERP
 - Bill.com
- Experience in 3-way matching process
- Exposure to high-volume environments
- Knowledge of working in a highly regulated industry

Please send your resume and cover letter to Suzanne Brown, Human Resources Manager, at sbrown@nextcenturyspirits.com.