



Title: Purchasing & AP Circuit Specialist
Reporting To: Manager, Accounts Payable
Location: Osterville, MA

Purchasing & AP Circuit Specialist

Beers Enterprises, LLC (“*The Switch*”) founded in 1991, is the largest privately held video solutions service provider in North America. *The Switch* is recognized as the industry leading pioneer of video solution services through our innovative fiber optic network and currently provides advanced video switching and local fiber circuit services, scalable Ethernet, and *Home Runs* remote production via its *Five Nines Service* across the United States, United Kingdom, and Canada. *The Switch* was recently awarded a U.S. system patent for customer-controlled video data content delivery, the 2013 New Bay Media Product Innovation Award for Switch-IT, and the 2012 Broadcast Engineering Excellence Award for Network Automation. The Switch has experienced explosive growth and offers a fast paced and dynamic work environment with a focus on exceeding both individual and team expectations. Our customers demand “Unparalleled Quality” and *FiveNines* reliability from our network and it is our corporate responsibility to satisfy their expectations by continuing our expansion in services and network reach, while remaining cost effective.

Learn more about us at: www.theswitch.tv.

The Switch is seeking a Purchasing & AP Circuit Specialist who will be responsible for, but not limited to partaking in the full cycle of the purchase order process from creation, receipt, and invoice processing while maintaining a current and efficient relationship with our primary communication carriers.

Principal Responsibilities:

- Create purchase orders and route for approval.
- Execute change order process in accordance with purchasing policy.
- Maintain general knowledge of vendor base to ensure correct PO processing.
- Maintain proficient level of expertise of NetSuite system.
- Resolve problems and issues arising with internal and external clients.
- Purchase Order chart of account miss-coding.
- Purchase order receipt and close out process.
- Reinforce purchasing policy and practices to business owner throughout day to day interactions.
- Support AP with new vendor adds and communication of low funds on POs.
- Participate in purchasing process and system training.
- Participate in process improvement activities.
- Daily processing of Telecommunication invoices, credits, and matching of purchase orders to purchase invoices.
- Weekly process of vendor checks and daily monitoring of the vendor relationships with ongoing account reconciliation.
- Adhere to our AP paperless environment and maintain complete and accurate documentation.
- Prepare payment batches according to payment cycles.

- Maintain vendor files and records, create new suppliers, delete previous vendors and maintain vendor status.
- Research invoice discrepancies.
- Reconcile accounts payable transactions.
- Process employee expense reports.
- Liaise with the carrier teams to resolve discrepancies and ensure timely processing of invoices.
- Completes accounting and finance related projects as requested by Supervisor.
- Answers incoming calls to the office as necessary, routinely checks office mail and opens relevant AP related mail, and filing and scanning of documents on an ongoing basis.

Required Skills:

- Bachelor's Degree in Business Accounting, Finance or 3-4 years of related work experience.
- Experience in Accounting in Telecommunications industry is preferred.
- Strong computer aptitude and proficiency in Excel required.
- Outstanding attention to detail and ability to work quickly and efficiently in a fast paced and challenging environment.
- Strong problem solving and analysis skills.
- Self-motivated with excellent verbal and written communication skills.
- Excellent organizational and critical thinking skills as well as interpersonal skills required to work with a team environment.

Schedule and Compensation:

- Full Time, Base Salary
- Comprehensive Benefits Package

Please send resumes via email to hr@theswitch.tv. No phone calls, please.