



# Accounts Payable and Receivable Specialist

Company Name: Public Entity Partners

Company Location: Franklin, Tennessee

## Job description

Public Entity Partners is a public entity risk pool that has been providing risk management and workers compensation, property and casualty insurance services to Tennessee cities and city agencies for nearly 40 years. Public Entity Partners (formerly known as TML Risk Management Pool) insures more than 90% of the cities in Tennessee and is headquartered in Franklin, TN.

### **General Responsibilities:**

The Accounts Payable and Receivable Specialist will process and manage the company's accounts payable and receivable online workflow, manual functions, and financial reporting in accordance with company policies and procedures. Strong communication and interpersonal skills are essential as you will be interacting with almost 500 local government members and approximately 2,000 vendors and business partners.

### **Key Competencies:**

- Knowledge of and experience in core business operations
- Creative thinking and problem-solving skills
- Strong work ethic and results-driven outlook
- Ability to work cooperatively and collaboratively on a professional level
- Ability to manage and maintain confidential information with the utmost care, security, and discretion
- Bachelor's degree in accounting or related field from an accredited college or university, desired but not required
- Proficiency in Microsoft Office Suite, Sage 100 and AvidXchange, desired but not required

### **Minimum Requirements:**

- Five years of experience in accounts payable and receivable functions
- Demonstrated ability to accomplish multiple projects and tasks on deadline
- Strong interpersonal, communication, and analytical skills
- Technological competency in software applications

We are an equal opportunity employer and offer a competitive compensation and benefit package based on qualifications in a safe and drug-free working environment. Each candidate must be able to pass a background check.

Please send cover letter and resume to [ctaylor@pepartners.org](mailto:ctaylor@pepartners.org) or **Attn: Celeste Taylor, 562 Franklin Rd. Suite 200 Franklin, TN 37069.**

Principals only please – no third-party recruiters.

### **Seniority Level**

Senior level

### **Industry**

- Insurance
- Government Relations
- Non-profit Organization Management

### **Employment Type**

- Full-time

### **Job Functions**

- Finance

### **Salary Range**

- \$65,000 - \$75,000 based on experience

Excellent Benefits and Retirement Plan

**Public Entity Partners is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. All employment decisions are based on business needs, job requirements and individual qualifications without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other status protected by the law and regulations.**