



**Our Purpose & Who we Are:** At Sentec we aim to improve the lives of patients by advancing respiratory monitoring solutions to provide clinicians the continuous insight they need to guide care and – most importantly – improve patient outcomes.

**Job Description:**

The Accounts Payable & Payroll Specialist will maintain accounts payable records to ensure timely and accurate processing and payment of vendor bills. Additionally, the Specialist will be responsible for processing payroll cycles, collaborating closely with the payroll vendor. This position will operate out of our office in Lincoln, RI.

**Essential Duties and Responsibilities:**

- Manage Company's AP inbox with the ability to triage requests and prioritize as needed.
- Working closely with procurement, review and audit payment requests for appropriate documentation, accurate coding, proper approvals, and compliance to corporate policies.
- Handle the execution of all A/P transactions, including but not limited to preparation of batch check runs, wire transfers, ACH transactions, company credit card reconciliations, and expense report processing.
- Maintain efficient and effective accounting and internal control processes, using updated technology as available.
- Act as the department resource for any necessary sales and use tax regulations.
- Prepare and process payroll cycles, generating reports as needed.
- Exercise integrity and confidentiality in financial reporting, and comply with federal, state, and local financial requirements
- Other projects and duties as required to support the Accounting/Finance department.

**Qualifications/ Education:**

- High school diploma or equivalent
- Understanding basic principles of finance, accounting, and bookkeeping
- Superb time management and attention to detail
- Proficiency with Microsoft Office (Excel, Word, Outlook)
- Ability to keep company and partner confidences
- Strong Communications Skills

**Preferred skills:**

- Associates Degree
- Strong mathematical skills





- Prior experience in accounts payable
- Payroll experience a plus
- Experience in manufacturing industry preferred

To apply please send a resume and cover letter to Liza at: [jobs.us@sentec.com](mailto:jobs.us@sentec.com)

