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# Example of Specialist, Process Job Description

Our company is growing rapidly and is hiring for a specialist, process. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for specialist, process

* Perform required paperwork such as SPC, quality checks, parts ordering, if needed
* Ownership for vendors’ accounts maintenance in accounting system
* Evaluate invoice processing and develop/maintain efficient, accurate processes within Maximo, Filebridge and PeopleSoft systems, ensuring proper controls are maintained and financial metrics are met
* Monitor and review exception reporting
* Drive the ACH process on an ongoing basis
* Work with external vendor to review duplicate payments, including evaluation of root causes and implementation of preventative and detective controls
* Utilizing technology, review and evaluate T&E, P-Card, pay cycles and A/R cash posting processes to identify, implement and monitor more efficient and effective processes, ensuring effective controls are in place
* Review and evaluate accounts receivable cash application process to identify, implement and monitor more efficient and effective processes
* Performing data entry of various processes as per defined workflow and manuals
* Manage and monitor the process executions inside LSAG, and drive continuous improvement, which may include developing performance measurement metrics, generating routine management reports, initiating and leading actions/projects to improve process effectiveness and efficiency

## Qualifications for specialist, process

* College degree in Logistics, Business, MIS or related field (or equivalent)
* Schedule/deadline oriented
* Strong interpersonal skills to work effectively with end-users and co-workers
* Exposure to Oracle and Agile applications preferred
* Bachelor of Engineering and Masters in Finance (MBA/CA/CFA)
* University Degree or College Diploma or equivalent experience