

## ABOUT TALON GROUP

Talon was established in 2012 with the ambition to create a global Out of Home (OOH) agency providing uncompromised advice and service for our clients. Today we are a high growth independent full-service OOH agency with a team of over 230 people globally.

Together we are dedicated to driving client value through a combination of teamwork, expertise, creativity, data, and proprietary technology. We are agile and entrepreneurial our simple philosophy enables us to deliver outstanding work.

There's never been a more exciting time to be involved with OOH and we're excited about the next chapter.

## OUR VALUES AND HOW WE WORK TOGETHER

WE ARE BOLD_	WE ARE HUMAN_	WE ARE SMART_
As industry provocateurs and pioneers, we respectfully challenge the status quo, take pride in our people, big ideas and partnerships	We are a diverse collective of changemakers who value respect, fairness, and integrity and expect the same in return	Our trailblazing spirit and learning centric culture ensures our knowledge provides maximum value to each other and our clients
<ul style="list-style-type: none"><li>• We embrace change</li><li>• We challenge respectfully</li><li>• We lead the way</li></ul>	<ul style="list-style-type: none"><li>• We value collaboration and togetherness</li><li>• We are empathetic</li><li>• We embrace individuality</li></ul>	<ul style="list-style-type: none"><li>• We grow and learn</li><li>• We are trusted</li><li>• We are mission possible</li></ul>

## THE TEAM (FINANCE)

Talon has an exciting opportunity for an Accounts Payable Specialist to join our Nashville Finance team. The successful candidate must be a team player, ideally with strong AP/Media background.

## YOU

The ideal candidate is professional, capable of managing and prioritizing tasks in a fast-paced environment, and extremely self-motivated. This is an excellent opportunity to join our growing team!

## RESPONSIBILITIES

- Manage company vendors and responding to queries in a timely manner
- Daily coding of invoices from our Kefron system to NetSuite
- Reconciliation of vendor accounts to vendor statement before payments are made
- Prepare and send vendor remittances
- Other ad hoc duties relating to AP ledgers

## WORKING HABITS AND CORE SKILLS

- Associates degree in Accounting
- 3-5 years accounts payable experience
- Must have PO matching experience.
- Excellent communication skills, both written and verbal
- Strong organizational and analytical skills
- Attention to detail required
- Ability to handle multiple tasks
- Exceptional work ethic

## YOUR EXPERIENCE AND QUALIFICATIONS

- Excellent attention to detail
- Experience in Media sector preferred but not essential
- Highly proficient in MS Excel
- Flexible with the ability to work under pressure to meet deadlines
- Self-motivated with a positive and can-do attitude
- Ability to develop strong relationships across Talon and maintain credibility with a range of stakeholders
- Ability and willingness to get their sleeves rolled up and get into the detail
- NetSuite experience preferred but not essential

JOB DESCRIPTION

ROLE: Accounts Payable Specialist

LOCATION: Nashville

SALARY: \$60-\$65k

BENEFITS INCLUDE	
401K with employer matching	Enhanced paid family leave
Life Insurance	Birthday leave
Health, dental and vision	Voluntary/Charity leave
Generous PTO	Regular all staff educational workshops
Feel Good allowance of \$50 per month	Training allowance
Smarter Working (hybrid working, early Friday finish, and summer hours!)	Phone allowance