

Accounts Payable Specialist

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$27.55 to \$31.90 hourly
Employment status: Contract / Temporary

Description

We are looking for a skilled accounts payable clerk to be responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient and timely manner.

How you will make an impact:

- Process providers' payments on daily basis
- Print checks and initiate electronic payments to providers for both scheduled and urgent payments
- Liaise with the claim processing team, responding to all inquiries daily and assisting with payment processing when necessary
- Assist both internal and external stakeholders with invoice processing and disbursement status inquiries
- Follow up on unclaimed checks with providers, voiding and reissuing at the bank as necessary
- Maintain providers' W9's on file

Requirements

The ideal candidate will have a:

- Proven working experience as accounts payable clerk
- Solid understanding of basic bookkeeping and accounting payable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills
- Hands-on experience with spreadsheets
- Customer service orientation skills
- High degree of accuracy and attention to detail
- AS degree in Finance, Accounting or Business Administration with 3-5 current years AP experience a plus.

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