

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: \$22.00 to \$24.00 hourly
Employment status: Contract / Temporary to Hire

Description

We are actively seeking a diligent and adaptable Accounts Payable Specialist to join our robust Finance team. This contract-to-hire opportunity is due to an employee's leave of absence, providing a unique opportunity for the right candidate to eventually transition into a permanent role within the company.

Key Responsibilities:

1. Process invoices from labor partners and vendors, working autonomously on your assigned alphabetical list of partners.
2. Ensure the smooth and accurate operation of the Accounts Payable inbox, including inputting invoices into our systems and coordinating 3-way matchings in Transcend.
3. Collaborate closely with various teams, specifically with project management to ensure invoices are reconciled and ready for payment.
4. Conduct regular vendor statement reviews and effectively sort and route additional documents such as statements and overhead work orders that flow into the AP inbox.
5. Actively work on reports and ensure prompt approval for payments through persistent and effective follow-ups.
6. Navigate our comprehensive systems including Salesforce and Transcend, which was built in house.. Quick learning and ability to adapt to new processes is a must.
7. Stay vigilant with supplier invoices and reconciliations, as errors can lead to extensive impacts or holds on payments.
8. Provide support to the Accounts Receivables team during peak periods, mainly with invoice uploads in customers' portals.

Requirements

We are looking for an individual who will thrive in a fast-paced, challenging, and ever-evolving environment. If you're looking to turn a contract position into a rewarding career, apply today!

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