

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 07/08/2025



11201
Brooklyn, NY, 11201

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: \$26.00 to \$31.00 hourly
Employment status: Contract / Temporary to Hire

Description

Brooklyn non for profit organization seeks an accounts payable associate for a contract to hire opportunity. In this role, candidates will be responsible for matching, batching, coding, aging reports, printing checks, processing achs, credit card management and more. Prospective candidates must have at least 3 years of accounts payable experience. This role is fully onsite and pays commensurate on experience (\$25-\$32 PH)

Requirements

Accounts Payable (AP), Account Reconciliation, Credit Card Reconciliation, Code Invoices, Enter Invoices, Enter Vendor Invoices, Invoice, Financial Reporting

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