

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: \$21.00 to \$25.00 hourly
Employment status: Contract / Temporary

Description

The Accounts Payable Specialist is responsible for ensuring payments are completed and expenses are controlled by processing, verifying, and reconciling invoices in a paperless environment using online workflows. This position is best suited for a highly motivated, detail-oriented individual with strong organizational skills and a moderate proficiency in Excel. This position offers extensive interaction with internal and external contacts in a fast-paced environment. This position reports to the Accounting Manager.

- Set up new vendors and employees in the ERP system
- Review and process invoices including purchase order based invoices
- Review and process expense reports
- Assist in payment runs including ACH, SEPA, FX and Checks
- Assist in month-end closing activities, including journal entries, reports and account reconciliations
- Communicate in a with vendors and staff to address inquiries and resolve issues in a timely manner
- Assist in reporting and filing the annual Form 990's and other compliance reporting
- Assist in audits by providing procedures, documentation and explanations as requested
- Participate in testing new systems and existing system upgrades
- Special projects as needed

Requirements

- Previous experience working in high-volume AP and accounting
- Must have strong experience with Microsoft Excel, Outlook, and Word
- Must be detail-oriented with a demonstrated willingness to take ownership for tasks and responsibilities
- Preferred 2+ years of working experience in a large ERP system
- Ability to manage multiple priorities and meet deadlines and thrive in a fast-paced environment

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