

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: \$23.00 to \$25.00 hourly
Employment status: Contract / Temporary

Description

An Oil and Gas company that we are currently assisting is seeking an Accounts Payable Specialist on a contract basis for the next 3-6 months. This role offers flexible hours and a hybrid work schedule once fully trained. The ideal candidate will have 3+ years of accounts payable experience in the oil and gas industry. Please apply today for immediate consideration!

Essential Duties & Responsibilities

- Receive, verify, process, and reconcile vendor invoices
- Comparing purchase orders, invoices, and goods receipt for accurate 3-way match
- Verify the accuracy of vendor invoices and confirm that the correct general ledger account codes are used
- Coordinate with areas of the business for invoice approvals and PO adjustments and corrections
- Respond to external vendors and internal personnel regarding all aspects of the accounts payable process, including processing invoices for payment, assisting with account reconciliations, and expense report processing.
- Perform ad-hoc analysis, assist with projects and any other assigned tasks and duties as directed, to support Accounts Payable
- Assist with month-end, quarter-end and year-end close

Requirements

3+ years of accounts payable experience

Proficient in ERP systems

Proficient in Microsoft Excel

Associate of bachelor degree is a plus

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.