

## Accounts Payables 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:** \$20.90 to \$24.20 hourly  
**Employment status:** Contract / Temporary

### Description

Job Title: Accounts Payables Specialist (Contract to Hire)

Salary: \$19-22/hour

Start Date: Immediate

We are currently seeking a resourceful and detail-oriented Accounts Payables Specialist who will be responsible for the processing of 100-250 invoices per week. This position is intended to ensure that all product, freight, and expense invoices are paid accurately and on time, working closely with the company's merchandising department.

Primary Responsibilities:

- Set up and maintain updated vendor files for efficient accounts payable processing
- Compare vendor invoices with receiving documentation, ensuring accuracy
- Collaborate with warehouse receiving staff to promptly address and resolve any discrepancies
- Verify timely payments of all invoices within terms, ensuring discounts are effectively applied where available
- Work with purchasing department to identify and solve discrepancies between purchase orders and invoices
- Review open purchase order reports monthly and carry out any necessary follow-ups
- Check vendor statements regularly and request missing invoice copies as needed

### Requirements

Qualifications:

- BA/AA Degree in Accounting OR Previous Accounting/Accounts Payable experience is preferred
- Solid understanding of basic math and algebra principles
- Proficient in MS Office Suite (especially Word, Excel, and Outlook), with solid data entry skills in an accounting system context
- Independent worker with strong initiative
- Exceptional problem-solving skills
- Effective communication and organizational skills

Contact Us!

If you're a hard-working professional, with a knack for numbers, and a desire to ensure businesses run smoothly, we want to hear from you. Please apply directly to this posting, or reach out to Abbey Rabe for more information. LOCAL candidates to Cedar Falls, IA will only be considered, due to this position being 100% onsite in Cedar Falls, Iowa.

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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.**