

## 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 \$24.00 hourly  
**Employment status:** Contract / Temporary

### Description

The Accounts Payable Specialist will accurately process payments and controls expenses by receiving, processing, verifying, and reconciling invoices

- Clerk charges expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries
- Perform all aspects of the accounts payable function by matching purchase orders to invoices and entering the invoices into software according to the department policies and deadlines
- Identify errors or discrepancies and resolve before processing
- Scan bills without purchase orders, enter tracking program, send scanned documentation to departments for approval and signatures, follow up when necessary
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Respond to inquiries from vendors, and research/resolves outstanding issues

### Requirements

Accounts Payable (AP), Purchase Orders, Enter Invoices, Code Invoices, Invoice Discrepancies, Research Discrepancies, Invoice Discrepancies, Enter Vendor Invoices

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