

Accounts Payable Clerk

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: DOE
Employment status: Contract / Temporary

Description

We are seeking an Accounts Payable Clerk available for a short-term contract / temporary vacancy on a quickly expanding team at a thriving company. The Accounts Payable Clerk will process expense reports, resolve A/P issues, update and reconcile sub-ledger to G/L, process checks, and match, batch, and code invoices. You will be working alongside a staff of hard-working individuals who have a team minded approach.

Responsibilities:

- Provide support to internal business partners
- Handle administrative tasks for the AP/Finance Department
- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them
- Verify, log and send checks, including facilitating special handling
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time
- Execute full-cycle A/P including 3 way matching

Requirements

Qualifications:

- AA or BS/BA degree in Accounting, Business or similar preferred
- Foundational knowledge or processing invoices and matching vendor PO's
- Accounts Payable (AP) experience
- Comprehensive knowledge of 3 Way Matching
- Attentive, ability to work independently and prioritize tasks
- Demonstrated communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds

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