

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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This Job Posting will expire in 10 days.