

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/19/2024



95131  
San Jose, CA, 95131

## 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:** \$26.00 to \$29.00 hourly  
**Employment status:** Contract / Temporary

### Description

Our client is looking for an Accounts Payable Specialist for a contract-to-hire position around San Jose. The ideal candidate will be able to perform full cycle AP and can start immediately.

- Receive, renew and process incoming invoices, expense reports, and check requests
- Handling accounts payable for separate entities and vendors
- Resolve vendor and internal team's disputes and other issues relating to Accounts Payable
- Establishing and maintaining relationships with new and existing vendors
- Processing due invoices for payments
- Conduct weekly review of AP Aging Reports: identify invoices ready for payment, verify vendor balances, and prepare analysis of accounts
- Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts/vendor statements

### Requirements

Bachelor's degree or Associate's degree with 3+ years in a related role

- Knowledge of general accounting principles, terms, and practices
- Experience in QuickBooks a huge plus

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