

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/28/2024



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 \$31.00 hourly

Employment status: Contract / Temporary to Hire

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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