

Part-Time Accounts Payable Accountant

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: \$33.25 to \$38.50 hourly
Employment status: Contract / Temporary

Description

Technology Start Up seeking to bring a part-time AP Accountant to support increased needs within the accounting team! If you have 3+ years of Accounts Payable experience to include ownership of the purchase order process, apply today!

You will report to: Accounting Manager

What you get to do:

- Tasks related to purchase order tracking and updates. (Example: enter new employees into NetSuite given authority to acquire a purchase order; internal communication to obtain details of purchase orders)
- Review AP invoices in AP inbox and ensure purchase order numbers are coded correctly
- Respond to vendor inquiries
- Ensure all documentation is accurate in the AP module of NetSuite
- Move data into Bill.com for approvals
- Utilize Adobe to send documents for signature approvals
- Ad hoc projects as assigned (example - extracting data for an Google Sheet reporting project)

Requirements

You will have:

3+ years of accounts payable experience

1+ year of NetSuite experience

Bill.com or online billing experience is a plus

Strong communication skills (verbal & written) for vendors and internal approval processes

Google Suite experience especially google drive

MS Office to include intermediate Excel

Video chat and project management tools are helpful - Slack communication, etc.

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