

## 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:** \$31.66 to \$36.66 hourly  
**Employment status:** Contract / Temporary

### Description

Essential Duties and Responsibilities:

- Process high volume PO/Non-PO invoices in Great Plains/AX
- Obtain invoice approval from managers
- Process weekly check run
- Audit/Process expense reports in Concur
- Research inquiries from vendors/employees/audit vendor statements for AP
- Maintain AP vendor files
- Assist in the month/quarter-end close process
- Sorting/opening mail for team

### Requirements

Qualifications:

- High School Diploma, continued education preferred
- 5-7 years or more of experience, public company experience a plus
- Concur knowledge preferred, Great Plains/AX experience, a plus
- Ability to work in a fast-paced environment
- Excellent organization skills
- Effective communication skills
- Proficient in Microsoft Excel
- Team player

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