

## AP 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:** \$25.00 to \$28.00 hourly  
**Employment status:** Contract / Temporary

### Description

- Process transactions, reconcile and maintain various accounts and ledgers including accounts payable, vendor invoices, expense reimbursements, billing, travel expenses and other accounting documents
- Maintain control of accounts receivable activities including customer accounts, payment processing, payment plans, contract management, billing activities, banking functions, and overall account maintenance
- Assist with all aspects of month-end close, including reconciliation of B/S and P&L accounts as needed
- Collaborate with Inventory and Purchasing Manager to ensure inventory is tracked accurately and accounted for properly on the financial statements
- Ownership in 1099 preparation and filing annually
- Process bank reconciliations and bank loads into ERP software
- Ensure accuracy, completeness, and timeliness of transactions processed
- Conduct research on discrepancies and make appropriate corrections or adjustments
- Other duties as assigned by the Controller

### Requirements

- Bachelors Degree preferred (or Associates Degree with solid experience)
- Ability to problem solve and analyze root cause issues
- Critical thinking skills
- Ability to work with the team, and work independently
- General accounting related to AP (accruals, prepaids, basic debits and credits related to AP)
- Self-starter

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