

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



94002
Belmont, CA, 94002

Accounts Payable Clerk

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 \$32.00 hourly
Employment status: Contract / Temporary to Hire

Description

AP Specialist/Clerk needed for a Real Estate Company (mainly does multi-family residential). You will be part of a team of 8 in Accounts Payable and report to the AP Lead.

This need is open due to a search for the FTE and will need immediate support to assist with:

- Backlogged AP invoices - Review and approve invoices submitted through the Avid payment system
- Process and pay invoices submitted manually by the sites including utility bills, payroll, security deposit refunds, resident referrals, government entity bills, contract invoices, expense reports and petty cash
- Obtain payment approval from accountants
- Print checks
- Route checks for matching
- Obtain second signature on checks
- Disburse checks
- Prepare and maintain Excel spreadsheets for utility import files
- File backup to temporary holding files
- Research new vendors
- Research outstanding invoices and respond to inquiries from vendors and property managers
- Annual 1099 preparation

Requirements

Requirements:

- 2+ years of experience
- Microsoft Outlook, Word, Excel. Knowledge of Real Page, MRI, and Yardi or any property management software accounts payable system is helpful, but not required.

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