

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/18/2024



94538
Fremont, CA, 94538

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: \$30.00 to \$35.00 hourly
Employment status: Contract / Temporary

Description

What We Need A leading tech company is looking for you to join their dynamic team. This is a Senior level role. They have several lower level professionals on the team. They are looking for you to step in and help others in the processing of accounts payable. The might be going through a new system implementation. You will be processing high volume. This is a contract-to-permanent opportunity. It is paying up to \$65-75k. It is off the Bart station and in a great part in Fremont. Office has free snacks, food and coffee in a casual working environment
Job Responsibilities · Process and analyze incoming invoices · Reconcile high volume vendor statements · Send invoices for appropriate approvals · Match necessary documentation for invoice processing · Bi-weekly check run · Manage vendor inquiries and research any invoice/pricing discrepancies · Assist with month-end close

Requirements

Job Requirements · 3+ years of AP experience · Experience in systems implementations or upgrades will be helpful · Degree in accounting or equivalent certification · Curiosity for learning · success driven about growth · Great team-player

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This Job Posting will expire in 10 days.