

Accounts Payable Specialist

We are looking for a temporary Accounts Payable Specialist in Memphis.

Requirements:

- Must have great 10-key skills.
- Strong accounts payable skills are required. **Testing will be administered.**
- Must have thorough knowledge of all general accounting principles.
- 3+ years of accounts payable experience
- Ability to work independently and with a team in a fast-paced environment with emphasis on accuracy and timeliness.
- Must be detailed.
- Must be a team player and personable with clients and co-workers
- Must also have advanced Word and Excel skills.
- Ability to meet deadlines.

Responsibilities:

- Full cycle Accounts Payable functions.
- Ensure compliance with payment terms and oversee resolution of vendor payment disputes; identify errors, resolve problems and implement procedural improvements.
- Ensure accuracy of coding, reconcile various expense accounts, track and update accrual and prepaid balances. Balance sheet account reconciliations.
- Print accounts payable reports and maintain accounts payable files.
- Assist in monthly closings.
- Other duties assigned.

Candidates will be tested in A/P, Word and Excel

Salary: \$18-\$20 an hour, DOE, Benefits offered.

Hours: Monday – Friday, 8:00am– 5:00pm

Candidates with resumes that do not meet the exact requirements for this position will not be contacted .

To further explore this opportunity, please submit your resume to staff@brannonprofessionals.com