

# United States Jobs Expertini®

## Accounts Payable

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Company: Stardom Employment Consultants

Location: Fresno

Category: other-general

### Now Hiring!

**Recruiter: Destiny Arias (559) 538-6576** [destiny@stardomconsult.com](mailto:destiny@stardomconsult.com)

At **Stardom Employment Consultants**, we are the go-to staffing firm for all accounting, finance, and business office positions across California. Stardom has many exclusive client relationships and we have built a reputation for being able to identify the perfect candidates for even the most critical roles within their businesses. In fact, the majority of the positions we accept are not even advertised publicly. Currently, we are partnering with a respected company located in **Fresno** to find a skilled **Accounts Payable Specialist** to join their team. Don't miss out on this exciting opportunity. **Here are the details:**

This individual will be manage and maintain accounts, procedures, and policies, related to accounts payable for organization. Experience within supervising and managing a team is highly preferred.

**Pay Range: \$20-29 Hourly | North Fresno Area | Direct Hire | Full-Time**

#### **Additional responsibilities will include:**

Processes vendor invoices in a timely manner, include proper coding of invoices, verifies prices and terms with the purchase orders

Responds to vendor inquiries, reconcile statements and connect with vendors to resolve discrepancies

Monitors open receipts and unmatched invoice reports daily to verify proper transactions

Maintains accounts payable files, both paper files and electronic and knowledge of all company procedures

Maintains and complies with company policies on ethical standards and business practices

Administers short-term projects and administrative tasks and duties as may be assigned based on business needs

**Additional Skillset required**

Proficient with Microsoft Word, Power Point, and Excel

Excellent communication and interpersonal skills

High attention to detail and accuracy

**Education Requirements:**

Bachelors degree (plus)

High School Diploma (minimum)

**Job Type: Full-time**

**Pay: \$20.00 – \$29.00 per hour**

**Benefits:**

Dental insurance

Health insurance

Vision insurance

**Physical setting:** In office

**Office Schedule:**

8 hour shift

Monday to Friday

Ability to commute/relocate:

Fresno, CA 93711

Reliably commute or planning to relocate before starting work (Preferred)

Experience:

Accounts payable: 2 years (Required)

Work Location: One location

Fresno, CA 93711

We look forward to reviewing your resume with the highest level of confidentiality. **Call us today for further details and consideration, or apply here!**

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