**Accounts Payable Specialist
Location: Martinez, CA
Pay Range: $25-30/hr**

**Temp to hire Opportunity**

**Full-Time, Onsite**
We are seeking a skilled Accounts Payable Specialist to join the financial team of an established construction company with a long-standing reputation for quality and precision. This role offers a unique opportunity to manage critical financial processes for a dynamic organization that builds complex infrastructure projects across the Western United States.

As an A/P Specialist, you'll support maintaining the financial backbone of a company that takes pride in its operational excellence.  You'll work with cutting-edge accounting software, manage relationships with diverse vendors, and play a crucial role in maintaining the financial integrity that has defined our client's success for generations.

If you're a detail-oriented financial professional ready to contribute to a respected industry leader, we want to hear from you! **To apply, email your resume to** **aileen@go2dynamic.com****,**  and call Aileen at 888-303-5627 to discuss this opportunity.

**Key Responsibilities:**

* Maintain vendor records, including 1099 eligibility, payment terms, and Certificates of Insurance, while ensuring compliance.
* Process, verify, and reconcile invoices, including rental equipment, auto/equipment loans, and manual check requests.
* Manage invoice approvals, cost coding, and document entry in Vista Viewpoint, ensuring accuracy and timely processing.
* Investigate and resolve invoice discrepancies, reconcile vendor statements, and track job site water meter deposits.
* Handle vendor communications, including responding to inquiries, processing rush requests, and routing office calls.
* Compile and submit financial reports, such as weekly fuel usage and monthly reconciliations.

**Key Qualifications:**

* 2-5 years of accounts payable experience(high volume processing-300 invoices per week)
* Experience in the construction industry a plus
* Detail-oriented and able to meet deadlines while maintaining accuracy.
* Self-motivated, capable of multitasking, and proactive in problem-solving.
* Strong data entry and math skills with a keen eye for accuracy.
* Effective communicator, both written and verbal.

***Copy this link to share this opportunity!***

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