

Accounts Payable Specialist

An Oakland, CA-based professional consulting firm seeks an experienced, detail-oriented accounts payable specialist to support a transportation agency in delivering a large program of transportation capital projects. This full-time position is conveniently located in downtown Oakland, CA and requires working onsite two days per week in a hybrid work model.

The ideal candidate must be organized, dependable, have a minimum of two years' experience reviewing accounts payable invoices and possess a very high level of proficiency in Microsoft Excel and accounting software. This candidate also will possess excellent communication and time management skills, be adept at prioritizing tasks, and be motivated to improve technical skills and efficiency.

Responsibilities:

- Provide support to the client's Accounts Payable (AP) functions for projects, using accounting best practices.
- Accurately enter data in a variety of spreadsheets and databases, such as AccuFund.
- Review AP invoices including all supporting documentation and process and recommend invoices for payment for project-related expenditures.
- Assist staff with questions regarding invoices in a timely manner.
- Meet with staff to discuss AP invoice aging report and invoice review status.

Other duties:

- Create, maintain, and organize files for accounting department's filing system.
- Provide accounting and administrative backup support services on an as-needed basis.

Minimum qualifications:

- Associate's degree in accounting or business administration
- Two to five years accounting experience
- Proficient in Microsoft Office Suite and accounting software
- Attention to detail and problem-solving skills

If you have a positive attitude, the ability to handle confidential and sensitive information discretely, and work well with others, this job is for you. The pay is competitive.

You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit a cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

[APPLY](#)