

Accounts Payable Clerk

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: \$23.75 to \$27.50 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is seeking an Accounts Payable (A/P) Clerk to join a team of highly skilled professionals in a stimulating work environment. Attending to the general administrative needs of the AP/Finance Department, this role works closely with and reports to the Accounting Manager. Matching and batching code, resolving A/P issues, processing expense reports, updating and reconciling sub-ledger to G/L and processing checks will be the main focus points in this role. Are you looking for a position that offers quick career growth? Contact us today to find out how you can scale the career leader on a flourishing team. Located in Folsom, California, the Accounts Payable Clerk will be a short-term contract / temporary to hire opening.

What you get to do every single day

- Manage the process of verifying, logging, and mailing checks, including expediting special handling
- Provide administrative assistance to the AP/Finance Department
- Accurately execute daily processes and controls in a timely manner while ensuring company policies are followed
- Help with internal and external audits as required
- Assist internal business partners with any customer services needs
- Complete full-cycle A/P
- Complete special projects on an as-needed basis
- Organize, register, scan, and file invoices, checks, and other documents
- Open, sort, and distribute daily department mail

Requirements

- AA or BS/BA degree in Accounting, Business or similar preferred
- Attentive, ability to work independently and prioritize tasks
- Prior experience in an A/P role preferred
- Solid understanding of Great Plains (GPAC)
- Spreadsheet and database capabilities
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.