

## 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:** \$19.00 to \$20.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half Contracts Finance & Accounting Division is seeking an Accounts Payable Specialist to join a great company in Folsom! This Accounts Payable Specialist is entry level so minimal experience is required.

#### Essential Duties and Responsibilities

- Perform bill pay functions including entering bills, downloading credit card transactions, and printing checks.
- Prepare check register and weekly accounts payable reports.
- Communicate with clients about proper coding of transactions and with vendors about billings.
- Answer client questions by researching data.
- Work with Account Managers and Shop to receive and process all invoices
- Assist with special projects as assigned.

#### Experience, Knowledge and Skills

- Three to five years' administrative and/or accounting experience.
- Proficiency in QuickBooks, Excel, and Word
- Excellent written and verbal communication skills are a must.
- Ability to provide high-level customer service with attention to detail and organization.
- Must be discreet and keep data confidential.
- Must be able to multi-task.

#### Education and Qualification

- Minimum of high school/GED diploma, but B.A. or B.S. in Accounting preferred.

This is a fulltime position onsite that would start right away. The ideal candidate would have excellent attention to detail, high volume data entry experience and work well in a team. If you feel this is the position for you, apply today!

### Requirements

- Comprehensive knowledge of Microsoft Excel
- Prior experience in an A/P role preferred
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Great attention to detail

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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.**