

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: \$21.00 to \$25.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half finance and accounting is seeking an Accounts Payable candidate to start right away!

PRIMARY JOB FUNCTIONS

- Manage payables
 - o Prepare check runs and wire transfers for vendor or entity payments for all properties in assigned portfolio.
 - o Coordinate appropriate approvals and signatures on all checks and assure correct mailing.
 - o Verify and reconcile vendor statements and invoices; match purchase orders to invoices; assure vendor's TIN is on record prior to making any payment or obtain 1099 from vendor.
 - o Verify sufficient cash to pay all bills or immediately alert Regional and Accounting Managers of any potential shortfall.
 - o Obtain invoices from vendors, such as, but not limited to: mortgage statements, insurance, tax, and utility bills, if missing.
 - o Respond to Accounting Manager-approved vendor/payable inquiries in timely manner.
 - o Post payments to budgeted accounts only, unless otherwise authorized by Regional Managers.
 - o Input all invoices in timely manner to maintain accurate and comprehensive list of open payables for all properties in assigned portfolio.
- Audits
 - o Maintain correct filing of vendor payment records in audit-ready, accessible condition.
 - o Respond to auditors' inquiries in timely manner.
- Accounting Record
 - o Maintain accounting files as designated.
 - o Provide copy of annual insurance and tax bills to the property's staff accountant.

OTHER JOB FUNCTIONS

- Assist with any projects as assigned by the Accounting Manager
- Review year-end 1099 forms, as needed.
- Distribute Purchase Order forms to site, as requested. Maintain distribution log.
- Open/Date stamp and distribute mail, as needed.
- Work with accountants to assure report distributions to all designated parties. File financial reports in accordance
- Replace property's accounting files for new fiscal year, as needed. Box prior year's files in organized manner into correctly labeled banker boxes at end of fiscal year.
- Move contents of former year binder to storage binder at the end of each fiscal year, as needed.

This is a temp to hire opportunity paying up to \$25/hr full onsite. If you are interested, please APPLY TODAY!

Requirements

Microsoft Excel

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