

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: \$22.80 to \$26.40 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half has a current opening for an Accounts Payable (A/P) Clerk. This Accounts Payable Clerk role will be located in the Rancho Cordova, California area and will be a short-term contract / temporary to hire position. In this dynamic department, there is an opportunity for career growth and quick advancement. The Accounts Payable Clerk matches and batches code invoices, resolves A/P issues, processes expense reports, updates and reconciles sub-ledger to G/L, and processes checks.

Your responsibilities in this role

- Execute daily processes and controls accurately and in a timely manner; ensuring compliance with company policies
- Perform special projects as assigned
- Open, sort, and deliver department mail on a daily basis
- Complete full-cycle A/P
- Verify, log and mail checks, including expediting special handling
- Handle administrative tasks for the AP/Finance Department
- Provide support to internal business partners
- Provide support during internal and external audits
- Sort, log, scan, and file invoices, checks, and other documents

Requirements

- 2+ years of experience in an A/P role preferred
- Competent with spreadsheets and databases
- Great attention to detail
- Accounts Payable (AP) experience desired
- AA or BS/BA degree in Accounting, Business or similar preferred
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds

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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.