

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.