

## 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:** \$17.41 to \$20.16 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Keep accounts maintained and organized as an Accounts Payable (A/P) Clerk in an industry-leading company on a long-term contract / temporary to hire through Robert Half. The Accounts Payable Clerk will resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L, process checks, and match, batch, and code invoices. As the role progresses, more responsibilities will be assigned to the Accounts Payable Clerk. This Accounts Payable Clerk role will be located in the Alexandria, Virginia area and will be a long-term contract / temporary to hire position.

#### Major responsibilities

- Accomplish full-cycle A/P
- Verify, log and mail checks, including expediting special handling
- Open, sort, and distribute daily department mail
- Organize, register, scan, and file invoices, checks, and other documents
- Handle administrative tasks for the AP/Finance Department
- Accurately execute daily processes and controls in a timely manner while ensuring company policies are followed
- Complete special projects on an as-needed basis
- Help with internal and external audits as required
- Handle the customer service needs of internal business partners

### Requirements

- Excellent customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Vendor Compliance experience highly desired
- Check Deposit experience
- Adeptness in data entry
- Invoice Processing experience
- Check Runs experience
- Accounts Payable (AP) experience
- AA or BS/BA degree in Accounting, Business or similar preferred
- Competent with spreadsheets and databases
- Attention to detail and ability to follow standard procedures is a requirement
- Prior experience in an A/P role preferred

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**This Job Posting will expire in 10 days.**