

Accounts Payable Clerk (Remote Position)

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: \$22.84 to \$26.44 hourly
Employment status: Contract / Temporary

Description

Join a team of highly skilled, motivated professionals as an Accounts Payable (A/P) Clerk through this opportunity offered by Robert Half. The candidate in this position will be reporting to the Accounting Manager while attending to the general administrative needs of the AP/Finance Department. The essential functions of this role will include matching and batching code, resolving A/P issues, processing expense reports, updating and reconciling sub-ledger to G/L and processing checks are primary areas of focus. Are you looking for a position that offers quick career growth? Contact us today to find out how you can scale the career leader on a flourishing team. Located in Norcross, Georgia, the Accounts Payable Clerk will be a long-term contract / contract opening.

Your responsibilities

- Manage validating, recording, and mailing checks and expedite special handling
- Organize, register, scan, and file invoices, checks, and other documents
- Manage department mail by opening, sorting, and distributing it on a daily basis
- Handle the customer service needs of internal business partners
- Handle the administrative needs of the AP/Finance Department
- Execute additional tasks as needed
- Provide support during internal and external audits
- Fulfill full-cycle A/P
- Carry out daily processes and controls accurately and on time, and ensure compliance with company policies

Requirements

- Spreadsheet and database capabilities
- Accounts Payable (AP) experience
- Prior experience in an A/P role preferred
- Excellent customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Be detailed, flexible, and organized
- AA or BS/BA degree in Accounting, Business or similar preferred

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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.