

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: DOE

Employment status: Contract / Temporary to Hire

Description

Robert Half is seeking a short-term contract / temporary to hire Accounts Payable (A/P) Clerk to become an essential part of a rapidly growing team at a dynamic company. Processing expense reports, updating and reconciling sub-ledger to G/L, processing checks, resolving A/P issues, and matching, batching, and coding invoices are just a few of the responsibilities of the Accounts Payable Clerk. You will have the opportunity for career growth and advancement within this dynamic department. This Accounts Payable Clerk opportunity will be located in the McLean, Virginia area and will be a short-term contract / temporary to hire position.

Responsibilities

- Assist with internal and external audits as needed
- Open, sort, and distribute daily department mail
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time
- Provide administrative assistance to the AP/Finance Department
- Manage the process of verifying, logging, and mailing checks, including expediting special handling
- Assist internal business partners with any customer services needs
- Ensure invoices, checks, and other documents are properly sorted, logged, scanned, and filed
- Perform special projects as assigned
- Fulfill full-cycle A/P

Requirements

- Prior experience in an A/P role preferred
- Accounts Payable (AP) experience
- Microsoft Excel experience preferred
- AA or BS/BA degree in Accounting, Business or similar preferred
- Strong communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- Ability to work within spreadsheets and databases
- Be detailed, flexible, and organized

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Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.