



is now hiring!

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 \$22.00 hourly
Employment status: Temporary

Description

Accountemps is urgently seeking an Accounts Payable (AP) Clerk for a very large and well known healthcare company. This Accounts Payable Clerk role will be located in the Columbia, Maryland area and will be a long-term temporary-to-full-time 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.

How you will make an impact

- Help with internal and external audits as required
- Provide customer service to internal business partners
- Carry out daily processes and controls accurately and on time, and ensure compliance with company policies
- Complete special projects on an as-needed basis
- Operate full-cycle A/P
- Verify, log and mail checks, including expediting special handling
- Manage vendor accounts
- Sort, log, scan, and file invoices, vouchers, checks, and other documents
- Provide administrative assistance to the AP/Finance Department

If interested, please call Robert Half Accountemps in Columbia MD at 410-423-9454.

Requirements

- Comprehensive knowledge of Accounts Payable (AP)
- Foundational knowledge in Code Invoices
- Deep understanding of general ledger
- JD Edwards EnterpriseOne experience preferred
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Attention to detail and proven ability to follow standard procedures is a requirement
- AA or BS/BA degree in Accounting, Business or similar preferred
- Prior experience in an A/P role preferred
- Working knowledge of spreadsheets and databases

Accountemps, a Robert Half Company, matches skilled accounting and finance professionals with remote or on-site jobs on a temporary and temporary-to-hire basis. Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.

When you work with us, you're working with the best. Robert Half has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.

Questions? Call your local office at 1.888.490.3195. 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.