

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: \$23.75 to \$27.50 hourly
Employment status: Contract / Temporary

Description

Robert Half is actively searching for a short-term contract / temporary Accounts Payable (A/P) Clerk to join the team at an innovative company in the Government industry. As the Accounts Payable Clerk, you will match, batch and code invoices, resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L, and process checks. This position requires people who have excellent communication skills, a strong understanding of accounting and its principles, hands on, and the ability to think on your feet. Based out of the Fairfax, Virginia area, the Accounts Payable Clerk will be a contract opening.

What you get to do every day

- Implement full-cycle A/P
- Assist with internal and external audits as needed
- Sort, register, scan, and store invoices, checks, and other documents
- Open, organize, and distribute department mail daily
- Execute daily processes and controls accurately and in a timely manner; ensuring compliance with company policies
- Handle administrative tasks for the AP/Finance Department
- Verify, log and mail checks, including expediting special handling
- Manage customer service tasks for internal business partners
- Carry out additional tasks as assigned

Requirements

- Established communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- AA or BS/BA degree in Accounting, Business or similar preferred
- Prior experience in an A/P role preferred
- Ability to work within spreadsheets and databases
- Solid understanding of QuickBooks
- Strong attention to detail

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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.

Questions? Call your local office at 1.888.490.3195. 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.