

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

Description

Do you want to be an indispensable part of a flourishing team? Robert Half currently has an Accounts Payable (A/P) Clerk position available that is short-term contract / temporary. Serving 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. Excellent communication, written and verbal are a must, as well as building relationships with vendors and other departments. This Accounts Payable Clerk opportunity will be located in the Washington, District of Columbia area and will be a short-term contract / temporary position.

How you will make an impact

- Assist the AP/Finance Department with administrative tasks
- Help with internal and external audits as required
- Open, sort, and distribute daily department mail
- Accurately execute daily processes and controls in a timely manner while ensuring company policies are followed
- Execute full-cycle A/P
- Carry out additional projects as required
- Validate, record and send checks, including expediting special handling
- Manage customer service tasks for internal business partners
- Ensure invoices, checks, and other documents are properly sorted, logged, scanned, and filed

Requirements

- Prior experience in an A/P role preferred
- Solid understanding of Invoice Processing
- Proficiency in Enter Invoices
- Knowledge of Coding Invoices
- Credit Card Reconciliation experience preferred
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Ability to work within spreadsheets and databases
- AA or BS/BA degree in Accounting, Business or similar preferred
- Observant, accurate and able to thrive in a fast-paced environment

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.