

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

Robert Half presently has an opening for an Accounts Payable (A/P) Clerk. Located in Arlington, Virginia, the Accounts Payable Clerk will be a short-term contract / temporary position. Career growth and quick advancement makes this department a desirable place to work. 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.

Key responsibilities

- Provide support during internal and external audits
- Conduct full-cycle A/P
- Complete special projects on an as-needed basis
- Provide customer service to internal business partners
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time
- Open, sort, and deliver department mail on a daily basis
- Organize, register, scan, and file invoices, checks, and other documents
- Handle administrative tasks for the AP/Finance Department
- Manage the process of verifying, logging, and mailing checks, including expediting special handling

Requirements

- AA or BS/BA degree in Accounting, Business or similar preferred
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Prior experience in an A/P role preferred
- Data entry experience preferred
- Yardi experience preferred
- Entrata experience
- Accounts Payable (AP) experience desired
- Deep understanding of Prepare Checks
- Observant, accurate and able to thrive in a fast-paced environment
- Ability to work within spreadsheets and databases

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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.