

Accounts Payable Specialist

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 currently looking for an adept and meticulous Accounts Payable Specialist to join a client located in NE DC. The selected candidate will oversee various facets of the accounts payable cycle, encompassing tasks such as processing invoices, managing vendors, performing matching, batching, coding, and accurately inputting data into the general ledger. This is a long-term contract position, necessitating full-time onsite presence throughout the entire week in alignment with the operational requirements of the client's business. If you have 2-3+ years of experience in accounts payable, please apply.

- Process a high volume of invoices accurately and efficiently, ensuring adherence to company policies and procedures.
- Review invoices for accuracy, completeness, and appropriate approvals before processing for payment.
- Manage vendor relationships, including responding to inquiries, resolving discrepancies, and maintaining accurate vendor records.
- Match invoices with purchase orders and receiving documents to ensure proper authorization and receipt of goods or services.
- Batch and code invoices according to established accounting codes and classifications for accurate allocation of expenses.
- Enter invoices and expense reports into the general ledger system with a high level of accuracy and attention to detail.
- Reconcile vendor statements and resolve any discrepancies in a timely manner to ensure accurate reporting and payment processing.
- Assist with month-end closing activities, including preparing accruals, reconciling accounts payable sub-ledger to the general ledger, and generating financial reports.
- Collaborate with cross-functional teams, including purchasing, receiving, and accounting departments, to streamline processes and improve efficiency.
- Maintain confidentiality of financial information and adhere to internal controls and compliance standards.
- Perform other duties and ad hoc projects as assigned by management.

Requirements

- Minimum of 2+ years of experience in accounts payable or related accounting role.
- Proficiency in Microsoft Office Suite, particularly Excel, and experience with accounting software (QuickBooks, QuickBooks Online, SAP, Oracle, NetSuite).
- Strong analytical skills and attention to detail.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Effective communication skills, both verbal and written, with the ability to interact professionally with internal and external stakeholders.
- Ability to work independently and as part of a team, with a positive attitude and willingness to learn and adapt to new processes and technologies.
- Knowledge of accounting principles and practices, including GAAP.

Experience with 3-way matching and sales tax compliance preferred.

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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.