



is now hiring!

Accounts Payable Clerk
<p>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.</p> <p>Salary range: \$17.41 to \$20.16 hourly</p> <p>Employment status: Contract / Temporary</p>
<p>Description</p> <p>Robert Half is seeking a short-term contract / temporary Accounts Payable (A/P) Clerk to become an essential part of a rapidly growing team at a dynamic company. The Accounts Payable Clerk will resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L, process checks, and match, batch, and code invoices. An individual in this position will need a high aptitude for computer software, be mindful of details and a self motivator. This Accounts Payable Clerk opportunity will be located in the Arlington, Virginia area and will be a short-term contract / temporary position.</p> <p>Your responsibilities in this role</p> <ul style="list-style-type: none">- Help with internal and external audits as required- Verify, log and send checks, including facilitating special handling- Open, organize, and distribute department mail daily- Provide administrative assistance to the AP/Finance Department- Execute additional tasks as needed- Fulfill full-cycle A/P- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time- Provide support to internal business partners- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them
<p>Requirements</p> <ul style="list-style-type: none">- AA or BS/BA degree in Accounting, Business or similar preferred- Command of Purchasing Functions- Solid understanding of Quickbooks Online- Prior experience in an A/P role preferred- Excellent 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- Spreadsheet and database capabilities
<p>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.</p> <p>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.</p> <p>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 contract/temporary professionals. Visit https://roberthalf.com/benefits.net/ for more information.</p> <p>© 2021 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use (www.roberthalf.com/terms-of-use).</p>
<p>Apply Here For Job Posting</p>

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.

