The CareerCatchers, Inc. (4873)
To: Employment Counselor
Date: 03/28/2024

Robert Half®
is now hiring!

20814

Bethesda, MD, 20814

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: $20.00 to $27.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking an Accounts Payable (A/P) Specialist on a short-term contract / temporary basis to become an integral part of a rapidly growing team. The Accounts Payable Specialist will process expense reports, resolve A/P issues, update and reconcile sub-ledger to G/L, process checks, and match, batch, and code invoices.

This is a fantastic role and you will have the opportunity for career growth and advancement within this dynamic department. This Accounts Payable Clerk role will be located in the Bethesda, MD area and will be a short-term contract / temporary position. The role will be set for a hybrid schedule (mix of in-office work days and remote work days).

Your responsibilities in this role

- Assist with internal and external audits as needed

- Carry out daily processes and controls accurately and on time, and ensure compliance with company policies

- Produce full-cycle A/P

- Validate, record and send checks, including expediting special handling

- Provide administrative assistance to the AP/Finance Department

- Sort, log, scan, and file invoices, checks, and other documents

- Provide support to internal business partners

- Open, sort, and distribute daily department mail

- Perform special projects as assigned

Requirements

- 3+ years of experience in an A/P role preferred

- AA or BS/BA degree in Accounting, Business or similar preferred

- High attention to detail

- Solid understanding of Accounts Payable (AP)

- Microsoft Excel experience

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.

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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.