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

Robert Half®
is now hiring!

20910

Silver Spring, MD, 20910

Accounts Payable

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 Silver Spring, 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.

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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use.

Apply Here For Job Posting

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

This Job Posting will expire in 10 days.