

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: DOE

Employment status: Contract / Temporary

Description

Robert Half is trying to fill an Accounts Payable (A/P) Clerk position with an organization that offers a stimulating work environment among a team of experienced, motivated professionals. This position works closely and reports to the Accounting Manager and handles all general administrative needs of the AP/Finance Department. The essential functions of this role will include matching and batching code, resolving A/P issues, processing expense reports, updating and reconciling sub-ledger to G/L and processing checks are primary areas of focus. Are you looking for a position that offers quick career growth? Contact us today to find out how you can scale the career leader on a flourishing team. This Accounts Payable Clerk role will be located in the Alexandria, Virginia area and will be a short-term contract / temporary position.

Responsibilities

- Provide support to internal business partners
- Help with internal and external audits as required
- Open, sort, and distribute daily department mail
- Verify, log and send checks, including facilitating special handling
- Sort, register, scan, and store invoices, checks, and other documents
- Implement full-cycle A/P
- Carry out daily processes and controls accurately and on time, and ensure compliance with company policies
- Provide administrative assistance to the AP/Finance Department
- Perform special projects as assigned

Requirements

- Prior experience in an A/P role preferred
- AA or BS/BA degree in Accounting, Business or similar preferred
- Demonstrated communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- Purchase Orders experience preferred
- Vendor Management experience
- Journal entries experience preferred
- Data entry experience highly desired
- Accounts Payable (AP) experience
- Spreadsheet and database capabilities
- Excellent attention to detail

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.

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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.