

## 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 in Washington, DC, is searching for an Accounts Payable Specialist! This is a temporary role with one of our amazing clients where you'll be responsible for the following:

Responsibilities include:

- Processing accounts payable invoices
- Matching and coding invoices
- Vendor management
- Creating and posting journal entries into the general ledger
- AP reconciliations
- Processing expense reports
- ACH and wire transfer processing
- Conducting check runs and cutting checks
- Reviewing and preparing 1099's

If you are an eager individual with strong communication skills, this accounts payable role may be for you! This contract accounts payable specialist role is a great opportunity where you will have the opportunity to utilize your accounting skills by providing:

- Invoice management
- Customer service for invoice inquiries
- Manage vendor information by maintaining proper records

Nice to Have:

- Intacct experience is highly preferred
- Reliable skills in Microsoft Excel

### Requirements

- High School Degree or Associate's
- At least 6+ months of relevant experience
- Ability to multi-task in a fast-paced environment

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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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.**