

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 has an Accounts Payable (A/P) Clerk opportunity in a stimulating work environment with a team of highly skilled professionals. This role will require the candidate to attend to the general administrative needs of the AP/Finance Department and work closely with the Accounting Manager. 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. If you're looking to quickly move up the career ladder, contact us today to find out more about this fast-growing team. Located in Arlington, Virginia, the Accounts Payable Clerk will be a short-term contract / temporary position.

What you get to do every day

- Perform special projects as assigned
- Manage the process of verifying, logging, and mailing checks, including expediting special handling
- Open, organize, and distribute department mail daily
- Facilitate internal and external audits as needed
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time
- Handle administrative tasks for the AP/Finance Department
- Assist internal business partners with any customer services needs
- Fulfill full-cycle A/P
- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them

Requirements

- Attention to detail and proven ability to follow standard procedures is a requirement
- AA or BS/BA degree in Accounting, Business or similar preferred
- Wide ranging experience with Prepare Checks
- Previous experience working with Sage Intacct
- Well-founded grasp of Credit Card Reconciliation
- Practical knowledge of Expense Reconciliation
- Enter Vendor Invoices experience preferred
- Quality experience with Expense Reporting
- Proven knowledge of Enter Vendor Invoices
- General familiarity with Daily Reconciliation
- Proficiency in Code Invoices
- Earlier work involving Form 1099
- Accounts Payable (AP) experience desired
- Good understanding of Microsoft Excel
- Command of Invoice Coding

- Maintain Vendor Files experience
- Prior experience in an A/P role preferred
- Established communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- Competent with spreadsheets and databases

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.