

Accounts Payable Clerk

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: \$23.00 to \$27.00 hourly
Employment status: Contract / Temporary

Description

Construction organization is seeking contract Accounts Payable Clerks to join their team due to growth in the business! If you have 1-2+ years of accounting experience, this is an opportunity to apply for!

Responsibilities:

- Processing invoices, purchase orders, and expense reports.
- Verifying accuracy of invoices, ensuring proper coding and approvals.
- Maintaining vendor accounts, including reconciliations and resolving discrepancies.
- Processing payments via checks, ACH, or wire transfers.
- Assisting with month-end close activities related to accounts payable.
- Communicating effectively with vendors and internal stakeholders regarding payment inquiries.
- Ensuring compliance with company policies and procedures.
- Providing support for ad-hoc projects as needed.

Requirements

- AA or BS degree preferred
- MS Excel (Pivot Tables, VLOOKUP)

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 works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit roberthalf.gobenefits.net for more information.

© 2024 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.