

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: \$19.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is a global leader in specialized staffing services, providing skilled professionals in the fields of accounting, finance, technology, and administrative support to businesses of all sizes. With a commitment to excellence and a focus on connecting talented individuals with rewarding opportunities, we empower companies and job seekers to achieve their goals.

Position Overview:

We are seeking an experienced Accounts Payable Specialist to join our team at Robert Half. The Accounts Payable Specialist will be responsible for processing invoices, managing vendor accounts, and ensuring timely and accurate payments in accordance with company policies and procedures. This is an excellent opportunity for a detail-oriented professional with strong organizational skills and a passion for financial management.

Responsibilities:

- Process a high volume of invoices accurately and efficiently.
- Match invoices with purchase orders and receiving documents to verify accuracy of billing information.
- Obtain necessary approvals for invoice payments and resolve discrepancies as needed.
- Prepare and perform weekly check runs and electronic payments.
- Reconcile vendor statements and address any discrepancies or issues in a timely manner.
- Maintain accurate and up-to-date vendor files and records.
- Respond to inquiries from vendors and internal stakeholders regarding payment status and invoice details.
- Assist with month-end closing activities and provide support for audits as required.
- Contribute to process improvements and initiatives to enhance efficiency and effectiveness of accounts payable operations.

Requirements

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- Bachelor's degree in Accounting, Finance, or related field preferred.
- Minimum of 2 years of accounts payable experience in a fast-paced environment.
- Proficiency in Microsoft Office Suite, particularly Excel, and experience with accounting software (e.g., QuickBooks, SAP, Oracle).
- Strong attention to detail and accuracy with the ability to prioritize and multitask effectively.
- Excellent communication and interpersonal skills with the ability to collaborate cross-functionally.
- Knowledge of accounts payable best practices and familiarity with relevant regulations and compliance requirements.
- Ability to maintain confidentiality and handle sensitive information with discretion.

If interested, please apply today!

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.

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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.