

## 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:** DOE

**Employment status:** Contract / Temporary

### Description

Robert Half is seeking a detail-oriented and experienced Accounts Payable Specialist on a contract basis. This position offers a valuable opportunity to contribute to our financial success during a specified engagement.

### Responsibilities:

- **Invoice Processing:** Receive and review incoming invoices for accuracy, completeness, and compliance with company policies and procedures.
- **Vendor Management:** Maintain effective communication with vendors, resolve invoice discrepancies, and ensure timely payments.
- **Purchase Orders:** Match invoices to purchase orders and receipts, ensuring all items are accounted for and properly authorized.
- **Data Entry:** Accurately enter invoice data into the accounting system, assigning appropriate general ledger codes and cost centers.
- **Payment Processing:** Prepare and process payment runs, which may include checks, electronic transfers, and ACH payments, ensuring timely and accurate disbursements.
- **Expense Reports:** Review and process employee expense reports, verifying receipts and adherence to company policies.
- **Reconciliation:** Perform periodic reconciliations to ensure all invoices and payments are accurately recorded and accounted for.
- **Vendor Relations:** Establish and maintain positive working relationships with vendors, addressing inquiries and payment concerns.
- **Document Retention:** Organize and maintain accounts payable records, both electronically and in hard copy, in accordance with company and regulatory requirements.
- **Audit Support:** Assist in providing documentation and responding to inquiries during internal and external audits.

### Requirements

#### Requirements:

- **Education:** A high school diploma or equivalent is required. An associate's degree in accounting, finance, or a related field is preferred.
- **Experience:** At least 2 years of experience in accounts payable or a similar finance role. Prior experience in an accounts payable specialist role is a plus.
- **Software Proficiency:** Proficiency in accounting software (e.g., QuickBooks, SAP, etc.) and experience with spreadsheet applications (e.g., Microsoft Excel or Google Sheets).
- **Attention to Detail:** Exceptional attention to detail to ensure the accuracy of financial data and documentation.
- **Organizational Skills:** Excellent organizational and time-management skills to handle multiple tasks and meet deadlines.
- **Communication Skills:** Effective verbal and written communication skills for professional interaction with team members, vendors, and management.
- **Integrity:** Demonstrates high ethical standards and handles sensitive financial information with confidentiality.
- **Team Player:** Collaborates effectively with cross-functional teams and contributes positively to the team's success.

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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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**