

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: \$20.00 to \$22.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is in the process of hiring an Accounts Payable (A/P) Clerk with a company in the Service field. The Accounts Payable (A/P) Clerk role offers an exciting opportunity to make an indispensable contribution to the success of a company in the Service industry. Located in Houston, Texas, the Accounts Payable Clerk will be a temporary to hire position. This department offers prospects of career growth and advancement. The Accounts Payable Clerk matches and batches code invoices, resolves A/P issues, processes expense reports, updates and reconciles sub-ledger to G/L, and processes checks.

Your responsibilities

- Assist internal business partners with any customer services needs
- Assist with internal and external audits as needed
- Perform full-cycle A/P
- Sort, register, scan, and store invoices, checks, and other documents
- Validate, record and send checks, including expediting special handling
- Complete special projects on an as-needed basis
- Open, organize, and distribute department mail daily
- Carry out daily processes and controls accurately and on time, and ensure compliance with company policies
- Assist the AP/Finance Department with administrative tasks

Requirements

- Prior experience in an A/P role preferred
- Excellent customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Excellent attention to detail
- Ability to work within spreadsheets and databases
- Expertise in Code Invoices
- Accounts Payable (AP) experience
- Proficiency in Coding Invoices
- Code Invoices experience preferred

- Well-founded grasp of Enter Vendor Invoices
- Experience with Check Runs
- General familiarity with Vendor Contacts
- Practical knowledge of month end closings
- Quality experience with Purchase Orders
- Proven knowledge of Enter Vendor Invoices
- AA or BS/BA degree in Accounting, Business or similar preferred

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.