

## 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:** \$18.50 to \$21.42 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half currently has an opening for an Accounts Payable (A/P) Clerk. Located in Richmond, Virginia, the Accounts Payable Clerk will be a long-term contract / contract position. In this dynamic department, career growth and quick advancement is possible. The Accounts Payable Clerk will be required to match and batch code invoices, resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L, and process checks.

What you get to do every single day

- Handle administrative tasks for the AP/Finance Department
- Verify, log and send checks, including facilitating special handling
- Open, organize, and distribute department mail daily
- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them
- Execute additional tasks as needed
- Provide support during internal and external audits
- Carry out a full-cycle A/P
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time
- Assist internal business partners with any customer services needs

### Requirements

- Knowledge of Coding Invoices
- Accounts Payable (AP) experience
- Microsoft Excel experience preferred
- Experience with QuickBooks
- Data entry experience
- Prior experience in an A/P role preferred
- Proficient with spreadsheets and databases
- Great attention to detail
- Strong communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- 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.

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](http://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.**