

Quechan Indian Tribe (5300)  
To: Employment Counselor  
Date: 07/01/2025



95240  
Lodi, CA, 95240

## 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:** \$18.05 to \$20.90 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is in the process of recruiting an Accounts Payable (A/P) Clerk with a company in the Wholesale Distribution 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 Wholesale Distribution industry. This Accounts Payable Clerk opportunity will be located in the Lodi, California area and will be a long-term contract / temporary to hire position. In this dynamic department, career growth and quick advancement is possible. The Accounts Payable Clerk will be expected to match and batch code invoices, resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L, and process checks.

Your responsibilities in this role

- Ensure invoices, checks, and other documents are properly sorted, logged, scanned, and filed
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time
- Manage department mail by opening, sorting, and distributing it on a daily basis
- Handle the administrative needs of the AP/Finance Department
- Complete special projects on an as-needed basis
- Facilitate internal and external audits as needed
- Manage the process of verifying, logging, and mailing checks, including expediting special handling
- Manage customer service tasks for internal business partners
- Conduct full-cycle A/P

### Requirements

- Wide ranging experience with Purchase Orders
- Practical knowledge of Post Invoices
- Proven knowledge of Invoice Discrepancies
- Microsoft Excel experience preferred
- Enter Invoices experience highly desired
- Coding Invoices experience
- Quality experience with Batch Processing
- Well-founded grasp of Invoice Processing
- Strong familiarity with Accounts Payable (AP)

- General familiarity with Payable Invoices
- Solid understanding of 10 Key Accounting
- Established communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- Strong attention to detail
- 1+ years of experience in an A/P role preferred
- AA or BS/BA degree in Accounting, Business or similar preferred

Please contact Robert Half at 209.227.1478 for immediate consideration.

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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.**