

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 05/19/2024



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.