

Accounts Payable Associate - Intermediate

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: \$20.90 to \$24.20 hourly
Employment status: Contract / Temporary

Description

Robert Half has an Accounts Payable (A/P) Clerk opportunity that offers a stimulating work environment with a team of highly skilled professionals. The candidate in this position will be reporting to the Accounting Manager while attending to the general administrative needs of the AP/Finance Department. Matching and batching code, resolving A/P issues, processing expense reports, updating and reconciling sub-ledger to G/L and processing checks will be the main focus points in this role. Are you looking for a position that offers quick career growth? Contact us today to find out how you can scale the career leader on a flourishing team. Located in Mendota Heights, Minnesota, the Accounts Payable Clerk will be a long-term contract / temporary position.

How you will make an impact

- Verify, log and send checks, including facilitating special handling
- Complete full-cycle A/P
- Support the AP/Finance Department by completing administrative tasks
- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them
- Handle daily department mail by opening, sorting, and distributing it
- Assist internal business partners with any customer services needs
- Help with internal and external audits as required
- Execute additional tasks as needed
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time

If you are interested, please reach out to Emily Haan at 952-882-9399 and click the APPLY NOW button to submit your resume for immediate consideration.

Requirements

- Demonstrated communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- Ability to work within spreadsheets and databases
- Observant, accurate and able to thrive in a fast-paced environment
- Prior experience in an A/P role preferred
- AA or BS/BA degree in Accounting, Business or similar preferred
- Previous experience working with Clerical Duties

- Experience with Prioritization
- Practical knowledge of Materials Handling
- Strong familiarity with documentation
- Workday experience desired
- Consumer Electronics experience highly valued
- Pivot Table experience preferred
- Expertise in Written Communication
- Good understanding of Vendors
- Background working with Workstation Support
- General familiarity with Invoice
- Earlier work involving Phone Presenc
- Planning experience highly desired
- Proficiency in Resolve Discrepancies
- Demonstrated knowledge of Accounts Payable (AP)
- VLOOKUP experience highly desired
- Foundational knowledge in Segmentation
- Prior experience with Invoice Processing
- Microsoft Excel experience preferred
- Office Functions experience
- Comprehension of Collaboration
- Hands-on experience with Decision-Making
- Solid understanding of customer service
- Microsoft Outlook experience highly preferred
- Adeptness in Microsoft

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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.