

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: \$22.00 to \$24.00 hourly
Employment status: Contract / Temporary

Description

Are you an Accounts Payable (A/P) Clerk that is looking for a part time temporary position? Robert Half is currently trying to fill this position with a candidate that wants to become a crucial part in a team environment. This is a part time temporary opportunity that will last for 2-3 months, must be able to work 15-20 hours per week. The Accounts Payable Clerk will process expense reports, resolve A/P issues, , process checks, and match invoices to POs. This position requires people who have excellent communication skills, a strong understanding of accounting and its principles, hands on, and the ability to think on your feet. This Accounts Payable Clerk opportunity will be located in the Carson City, Nevada area and will be a short-term contract / temporary position. If interested please apply today and for immediate consideration call Keisha Lawrence at 775-313-0454

Responsibilities

- Open, organize, and distribute department mail daily
- Validate, record and send checks, including expediting special handling
- Execute daily processes and controls accurately and in a timely manner; ensuring compliance with company policies
- Conduct full-cycle A/P
- Assist the AP/Finance Department with administrative tasks
- Sort, register, scan, and store invoices, checks, and other documents

Requirements

- Expertise in Code Invoices
- Comprehensive knowledge of Accounts Payable (AP)
- 2+ years of experience in an A/P role preferred
- Excellent customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Working knowledge of spreadsheets and databases
- High attention to detail and possesses excellent organizational and writing skills

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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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 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.