

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/15/2024



94560  
Newark, CA, 94560

## AP

**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:** \$25.00 to \$35.00 hourly  
**Employment status:** Contract / Temporary

### Description

Manufacturing company looking for an AP Specialist who will:

- Monitor the AP group inbox and be the front line for communications with our vendors
- Review invoices for accuracy, appropriate supporting documentation, and ensure proper department approval
- Set up and maintain vendor profiles, including performing vendor and payment verification
- Prepare and reconcile the AP Aging, and assist with the month-end close as needed
- Assist in streamlining and improving the accounts payable process
- Prepare ad hoc analysis & participate on other projects as needed

### Requirements

- 2-3 years of Accounts Payable or related experience
- Familiarity with NetSuite

Please call 510-270-4188 for expedited consideration.

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 puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**