Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/29/2024

Robert Half®
is now hiring!

95113

San Jose, CA, 95113

Accounts Payable Specialist/AP Analyst

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: $30.00 to $38.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is trying to fill an Accounts Payable (A/P)Analyst position with an organization that offers a stimulating work environment among a team of experienced, motivated professionals. Attending to the general administrative needs of the AP/Finance Department, this role works closely with and reports to the Accounting Manager. The primary focus of this role is matching and batching code, resolving A/P issues, processing expense reports, updating and reconciling sub-ledger to G/L and processing checks are primary areas of focus. Are you seeking an employment role with an opportunity for growth? Then contact us today to learn more about joining this thriving team of professionals. This Accounts Payable Clerk role will be located in the San Jose, California area and will be a short-term contract / temporary position.

How you will make an impact

- Manage the process of verifying, logging, and mailing checks, including expediting special handling

- T & E - Travel and Expenses processing - at least 500 per week

- Handle daily department mail by opening, sorting, and distributing it

- Execute daily processes and controls accurately and in a timely manner; ensuring compliance with company policies

- Assist in processing Accounts Payable invoices

- Facilitate internal and external audits as needed

Requirements

- Accounts Payable (AP) experience

- Oracle R12 experience desired

- Attention to detail and demonstrated ability to follow standard procedures is a requirement

- Spreadsheet and database capabilities

- 1+ years of experience in an A/P role preferred, specifically ideally in processing Employee Expenses

- AA or BS/BA degree in Accounting, Business or similar preferred

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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.