

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: \$22.96 to \$26.59 hourly
Employment status: Contract / Temporary

Description

Robert Half has an excellent opportunity for a short-term contract / temporary position for an Accounts Payable (A/P) Clerk for a company in the Non-Profit industry. The Accounts Payable Clerk will match, batch, and code invoices, resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L, and process checks. If you are a collaborative team member with a positive attitude and effective communication skills, then this role is for you. Located in San Mateo, California, the Accounts Payable Clerk will be a short-term contract / temporary opening.

Major responsibilities

- Execute full-cycle A/P
- Verify, log and send checks, including facilitating special handling
- Open, organize, and distribute department mail daily
- Organize, register, scan, and file invoices, checks, and other documents
- Assist internal business partners with any customer services needs
- Assist the AP/Finance Department with administrative tasks
- Accurately execute daily processes and controls in a timely manner while ensuring company policies are followed
- Provide internal and external audit assistance as required
- Execute additional tasks as needed

Requirements

- Attention to detail and ability to follow standard procedures is a requirement
- 3+ years of experience in an A/P role preferred
- AA or BS/BA degree in Accounting, Business or similar preferred
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Accounts Payable (AP) experience
- Solid understanding of Microsoft Excel
- Enter Vendor Invoices experience
- Code Invoices experience highly desired
- Expertise in Microsoft Excel

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.

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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.