

## 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:** \$23.75 to \$27.50 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Are you currently looking for a new position? A company in the Non-Profit industry has partnered with Robert Half to find an Accounts Payable (A/P) Clerk. As the Accounts Payable (A/P) Clerk, you will have the opportunity to become an integral part of a company in the Non-Profit industry. Based out of the Los Altos Hills, California area, the Accounts Payable Clerk will be a short-term contract / temporary to hire opening. In this dynamic department, there is an opportunity for career growth and quick advancement. The Accounts Payable Clerk duties will include matching and batching code invoices, resolving A/P issues, processing expense reports, updating and reconciling sub-ledger to G/L, and processing checks.

How you will make an impact

- Support the AP/Finance Department by completing administrative tasks
- Manage the process of verifying, logging, and mailing checks, including expediting special handling
- Facilitate internal and external audits as needed
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time
- Execute additional tasks as needed
- Manage customer service tasks for internal business partners
- Organize, register, scan, and file invoices, checks, and other documents
- Execute full-cycle A/P
- Manage department mail by opening, sorting, and distributing it on a daily basis

### Requirements

- 2+ years of experience in an A/P role preferred
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Attentive, ability to work independently and prioritize tasks
- QuickBooks experience desired
- Expertise in Quickbooks Online
- Strong familiarity with QuickBooks Pro
- Competent with spreadsheets and databases
- AA or BS/BA degree in Accounting, Business or similar preferred

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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.**