

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



94403

San Mateo, CA, 94403

## 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:** \$31.35 to \$36.30 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is seeking an Accounts Payable (A/P) Clerk on a short-term contract / temporary basis to become an integral part of a rapidly growing team at a company in the Non-Profit industry. The Accounts Payable Clerk will update and reconcile sub-ledger to G/L, process checks, process expense reports, resolve A/P issues, and match, batch, and code invoices. You will have the opportunity for career growth and advancement within this dynamic department. This Accounts Payable Clerk opportunity will be located in the San Mateo, California area and will be a short-term contract / temporary position.

What you get to do every day

- Execute daily processes and controls accurately and in a timely manner; ensuring compliance with company policies
- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them
- Carry out additional projects as required
- Facilitate internal and external audits as needed
- Provide customer service to internal business partners
- Handle administrative tasks for the AP/Finance Department
- Manage the process of verifying, logging, and mailing checks, including expediting special handling
- Handle daily department mail by opening, sorting, and distributing it
- Conduct full-cycle A/P

### Requirements

- Code Invoices experience
- Microsoft Excel experience
- Enter Vendor Invoices experience
- Deep understanding of Accounts Payable (AP)
- Microsoft Excel experience desired
- AA or BS/BA degree in Accounting, Business or similar preferred
- 3+ years of experience in an A/P role preferred
- Detailed and have the ability work independently
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds

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.**