

## Accounts Payable Specialist

**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:** \$38.00 to \$44.00 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Are you an Accounts Payable (A/P) Clerk seeking a new role? Then this employment opportunity offered through Robert Half may be for you. This Accounts Payable Clerk opportunity will be located in the Menlo Park, California area and will be a long-term contract / temporary to hire position. This department offers prospects of career growth and advancement. The Accounts Payable Clerk position will require to match and batch code invoices, resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L, and process checks.

How you will make an impact

- Sort, register, scan, and store invoices, checks, and other documents
- Accurately execute daily processes and controls in a timely manner while ensuring company policies are followed
- Open, organize, and distribute department mail daily
- Handle administrative tasks for the AP/Finance Department
- Complete full-cycle A/P
- Manage validating, recording, and mailing checks and expedite special handling
- Provide support to internal business partners
- Provide internal and external audit assistance as required
- Carry out additional projects as required

### Requirements

- 3+ years of experience in an A/P role preferred
- Great attention to detail
- Foundational knowledge in GAAP Accounting
- Proficiency in NetSuite
- Comprehensive knowledge of Accounts Payable (AP)
- Expertise in Microsoft Excel
- AA or BS/BA degree in Accounting, Business or similar preferred
- Strong communication, customer service, and interpersonal skills, especially with both 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.**