

## 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:** \$19.79 to \$22.91 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Do you want to be an indispensable part of a flourishing team? Robert Half currently has an Accounts Payable (A/P) Clerk position available that is long-term contract / temporary to hire. Processing expense reports, updating and reconciling sub-ledger to G/L, processing checks, resolving A/P issues, and matching, batching, and coding invoices are just a few of the responsibilities of the Accounts Payable Clerk. If you are a collaborative team member with a positive attitude and effective communication skills, then this role is for you. Located in Los Altos, California, the Accounts Payable Clerk will be a long-term contract / temporary to hire position.

What you get to do every single day

- Manage customer service tasks for internal business partners
- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them
- Complete full-cycle A/P
- Open, organize, and distribute department mail daily
- Handle administrative tasks for the AP/Finance Department
- Assist with internal and external audits as needed
- Verify, log and send checks, including facilitating special handling
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time
- Complete special projects on an as-needed basis

### Requirements

- Excellent customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- 2+ years of experience in an A/P role preferred
- Attentive, ability to work independently and prioritize tasks
- AA or BS/BA degree in Accounting, Business or similar preferred
- Enter Vendor Invoices experience
- Check Runs experience desired
- Process Vendor Invoices experience
- Process Check Requests experience preferred
- Foundational knowledge in Print Vendors
- Ability to work within spreadsheets and databases

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.**