

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

Robert Half is seeking a candidate for an Accounts Payable (A/P) Clerk that is able to start asap. Based out of the Santa Clara, California area, the Accounts Payable Clerk will be a long-term contract / temporary to hire opening. In this influential department, there is a possibility for further career growth and advancement. The Accounts Payable Clerk responsibilities 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.

Your responsibilities

- Carry out daily processes and controls accurately and on time, and ensure compliance with company policies
- Accomplish full-cycle A/P
- Help with internal and external audits as required
- Manage department mail by opening, sorting, and distributing it on a daily basis
- Verify, log and send checks, including facilitating special handling
- Handle administrative tasks for the AP/Finance Department
- Provide support to internal business partners
- Ensure invoices, checks, and other documents are properly sorted, logged, scanned, and filed
- Perform special projects as assigned

Requirements

- AA or BS/BA degree in Accounting, Business or similar preferred
- Proficiency in Google Docs
- Knowledge of workday
- Accounts Payable (AP) experience desired
- Detailed and have the ability work independently
- Prior experience in an A/P role preferred
- Established communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- Working knowledge of 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.