

Job Train -  
Menlo Park  
(5924)  
To:  
Employment  
Counselor  
Date:  
03/05/2024



# Robert Half®

95131  
Campbell,  
CA,  
95131

is now hiring!

<b>AP Specialist</b>	
<b>Benefits:</b> 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.	<b>Salary range:</b> \$26.00 to \$29.00 hourly <b>Employment status:</b> Contract / Temporary
<b>Description</b>	
Our client is looking for an Accounts Payable Specialist for a contract-to-hire position in Campbell. The ideal candidate will be able to perform full cycle AP and can start immediately.	
<ul style="list-style-type: none"><li>• Receive, renew and process incoming invoices, expense reports, and check requests</li><li>• Handling accounts payable for separate entities and vendors</li><li>• Resolve vendor and internal team's disputes and other issues relating to Accounts Payable</li><li>• Establishing and maintaining relationships with new and existing vendors</li><li>• Processing due invoices for payments</li><li>• Conduct weekly review of AP Aging Reports: identify invoices ready for payment, verify vendor balances, and prepare analysis of accounts</li><li>• Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts/vendor statements</li></ul>	
<b>Requirements</b>	
<ul style="list-style-type: none"><li>• Bachelor's degree or Associate's degree with 3+ years in a related role</li><li>• Knowledge of general accounting principles, terms, and practices</li><li>• Experience in QuickBooks a huge plus</li></ul>	
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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.**