

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: \$23.75 to \$27.50 hourly
Employment status: Contract / Temporary

Description

Robert Half is actively seeking a long-term contract / temporary Accounts Payable (A/P) Clerk to become an integral part of a high performing team at a growing company in the High Tech - Electronics industry. A successful Accounts Payable Clerk will match, batch, and code invoices, resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L, and process checks. You will be working alongside a strong staff of hard working individuals who have a team minded approach. This Accounts Payable Clerk opportunity will be located in the Los Gatos, California area and will be a long-term contract / temporary position.

How you will make an impact

- Operate full-cycle A/P
- Assist internal business partners with any customer services needs
- Handle daily department mail by opening, sorting, and distributing it
- Help with internal and external audits as required
- Accurately execute daily processes and controls in a timely manner while ensuring company policies are followed
- Organize, register, scan, and file invoices, checks, and other documents
- Verify, log and send checks, including facilitating special handling
- Complete special projects on an as-needed basis
- Provide administrative assistance to the AP/Finance Department

Requirements

- AA or BS/BA degree in Accounting, Business or similar preferred
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- 1+ years of experience in an A/P role preferred
- Expertise in Microsoft Excel
- 10 Key Accounting experience desired
- Strong familiarity with Accounts Payable (AP)
- High attention to detail

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. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/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.