

Job Train -
Menlo Park
(5924)
To:
Employment
Counselor
Date:
03/02/2024



Robert Half®

94560
Newark,
CA,
94560

is now hiring!

AP
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: \$25.00 to \$35.00 hourly Employment status: Contract / Temporary
Description
Manufacturing company looking for an AP Specialist who will:
<ul style="list-style-type: none">• Monitor the AP group inbox and be the front line for communications with our vendors• Review invoices for accuracy, appropriate supporting documentation, and ensure proper department approval• Set up and maintain vendor profiles, including performing vendor and payment verification• Prepare and reconcile the AP Aging, and assist with the month-end close as needed• Assist in streamlining and improving the accounts payable process• Prepare ad hoc analysis & participate on other projects as needed
Requirements
<ul style="list-style-type: none">• 2-3 years of Accounts Payable or related experience• Familiarity with NetSuite
Please call 510-270-4188 for expedited consideration.
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This Job Posting will expire in 10 days.

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