

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/17/2024



94080

South San Francisco, CA, 94080

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: \$26.13 to \$30.25 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half has an exceptional opportunity for a long-term contract / temporary to hire Accounts Payable (A/P) Clerk to join the team at a recognized Insurance Defense Law Firm. As the Part-Time Accounts Payable Clerk will assist the office manager in daily tasks, accounting background is a plus. We seek out ambitious professionals who are creators, leaders, and pioneers. Located in South San Francisco, California, the Accounts Payable Clerk will be a long-term contract / temporary to hire position.

Your responsibilities:

- Have great communication skills with peers and clientele while picking up things quickly
- Execute daily processes and controls accurately and in a timely manner; ensuring compliance with company policies
- Maintain proper storage of invoices, checks, and other documents by organizing, following-up and e-billing
- Support the Office Manager by completing administrative tasks
- Open, sort, and distribute daily department mail
- Be flexible, as this position was created due to an increase in workload

Requirements

- Great attention to detail
- Competent with spreadsheets and databases
- 2+ years in an office setting
- AA or BS/BA degree in Accounting, Business or similar preferred (light Accounting experience is a plus)
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Strong familiarity with Calendar Management
- Communication must be clear (customer service background is a plus)

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.

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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.