

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: \$21.85 to \$25.30 hourly

Employment status: Contract / Temporary to Hire

Description

Are you an Accounts Payable (A/P) Clerk that is looking for a long-term contract / temporary to hire position? Robert Half is currently trying to fill this position with a candidate that wants to become a crucial part in a team environment. Processing expense reports, updating and reconciling sub-ledger to G/L, processing checks, resolving A/P issues, and matching, batching, and coding invoices are just a few of the responsibilities of the Accounts Payable Clerk. This position requires people who have excellent communication skills, a strong understanding of accounting and its principles, hands on, and the ability to think on your feet. This Accounts Payable Clerk opportunity will be located in the San Jose, California area and will be a long-term contract / temporary to hire position.

What you get to do every single day

- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them
- Manage validating, recording, and mailing checks and expedite special handling
- Execute full-cycle A/P
- Handle the customer service needs of internal business partners
- Complete special projects on an as-needed basis
- Carry out daily processes and controls accurately and on time, and ensure compliance with company policies
- Provide administrative assistance to the AP/Finance Department
- Open, sort, and deliver department mail on a daily basis
- Assist with internal and external audits as needed

Requirements

- AA or BS/BA degree in Accounting, Business or similar preferred
- Excellent customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Strong attention to detail
- Comprehensive knowledge of QuickBooks
- Expertise in Excel Formulas
- Phone Inquiries experience
- Deep understanding of Accounts Payable (AP)
- Ability to work within spreadsheets and databases
- Prior experience in an A/P role preferred

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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.