

Accounts Payable Specialist

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: \$33.25 to \$38.50 hourly
Employment status: Contract / Temporary

Description

Are you an Accounts Payable (A/P) Clerk seeking a new role? Then this employment opportunity offered through Robert Half may be for you. This Accounts Payable Clerk opportunity will be located in the San Mateo, California area and will be a long-term contract / temporary position. Further career growth and quick advancement is possible in this dynamic department. The Accounts Payable Clerk will be required to match and batch code invoices, resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L, and process checks.

Major responsibilities

- Perform daily processes and controls correctly and punctually, ensuring company policies are followed
- Organize, register, scan, and file invoices, checks, and other documents
- Implement full-cycle A/P
- Open, sort, and deliver department mail on a daily basis
- Carry out additional tasks as assigned
- Handle administrative tasks for the AP/Finance Department
- Validate, record and send checks, including expediting special handling
- Provide customer service to internal business partners
- Assist with internal and external audits as needed

Requirements

- Comprehensive knowledge of Accounts Payable (AP)
- Purchase Orders experience
- Strong familiarity with NetSuite
- Ability to work within spreadsheets and databases
- Demonstrated communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- Attentive, ability to work independently and prioritize tasks
- AA or BS/BA degree in Accounting, Business or similar preferred
- 3+ years of experience in an A/P role preferred

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. 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.