

## 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 influential force in team environments? Robert Half is looking for an analytical and organized Accounts Payable (A/P) Clerk for a developing company on a long-term contract / contract / temporary to permanent basis. Updating and reconciling sub-ledger to G/L, processing checks, processing expense reports, resolving A/P issues, and matching, batching, and coding invoices are just a few of the responsibilities of the Accounts Payable Clerk. As the role progresses, more responsibilities will be assigned to the Accounts Payable Clerk. Located in Newark, California, the Accounts Payable Clerk will be a long-term contract / contract / temporary to permanent opening.

Your responsibilities

- Manage validating, recording, and mailing checks and expedite special handling
- Accurately execute daily processes and controls in a timely manner while ensuring company policies are followed
- Provide internal and external audit assistance as required
- Organize, register, scan, and file invoices, checks, and other documents
- Complete special projects on an as-needed basis
- Handle daily department mail by opening, sorting, and distributing it
- Handle the customer service needs of internal business partners
- Accomplish full-cycle A/P
- Handle the administrative needs of the AP/Finance Department

### Requirements

- 10 Key Skills experience desired
- Established communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- AA or BS/BA degree in Accounting, Business or similar preferred
- Prior experience in an A/P role preferred
- Attention to detail and demonstrated ability to follow standard procedures is a requirement
- Proficient with spreadsheets and databases

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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.**