

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/19/2024



94536
Fremont, CA, 94536

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: \$23.75 to \$27.50 hourly
Employment status: Contract / Temporary

Description

Play a critical part in a team environment as an Accounts Payable (A/P) Clerk in a thriving company. This short-term contract / contract / contract / temporary position is offered through Robert Half. Matching, batching, and coding invoices, processing expense reports, updating and reconciling sub-ledger to G/L, processing checks, and resolving A/P issues are just a few of the responsibilities of the Accounts Payable Clerk. You will have the opportunity for career growth and advancement within this dynamic department. Located in Fremont, California, the Accounts Payable Clerk will be a short-term contract / contract / contract / temporary opening.

Responsibilities

- Execute additional tasks as needed
- Provide customer service to internal business partners
- Handle administrative tasks for the AP/Finance Department
- Complete full-cycle A/P
- Manage the process of verifying, logging, and mailing checks, including expediting special handling
- Open, organize, and distribute department mail daily
- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them
- Execute daily processes and controls accurately and in a timely manner; ensuring compliance with company policies
- Facilitate internal and external audits as needed

If interested please apply today! And call us at (510)470-7450

Requirements

- 2+ years of experience in an A/P role preferred
- AA or BS/BA degree in Accounting, Business or similar preferred
- Excellent attention to detail
- Payable Invoices experience preferred
- Enter Invoices experience required
- Proven knowledge of McKesson and Microsoft Excel
- Numeric data entry experience
- Accounts Payable (AP) experience
- Invoice Processing experience
- Competent with spreadsheets and databases
- Demonstrated communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds

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.

