

## 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:** \$28.50 to \$33.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is urgently seeking an Accounts Payable (A/P) Clerk. This Accounts Payable Clerk opportunity will be located in the San Jose, California area and will be a long-term contract / contract / temporary position. Further career growth and quick advancement is possible in this dynamic department. The Accounts Payable Clerk responsibilities will include matching and batching code invoices, resolving A/P issues, processing expense reports, updating and reconciling sub-ledger to G/L, and processing checks.

How you will make an impact

- Open, sort, and distribute daily department mail
- Manage customer service tasks for internal business partners
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time
- Carry out additional tasks as assigned
- Provide internal and external audit assistance as required
- Validate, record and send checks, including expediting special handling
- Produce full-cycle A/P
- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them
- Handle the administrative needs of the AP/Finance Department

### Requirements

- AA or BS/BA degree in Accounting, Business or similar preferred
- Established communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- Knowledge of Construction Accounting
- Comprehensive knowledge of Sage 300
- Prior experience in an A/P role preferred
- Ability to work within spreadsheets and databases
- Strong attention to detail

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.**