

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: \$22.16 to \$25.66 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is looking for an Accounts Payable (A/P) Clerk available to start immediately. Located in Mountain View, California, the Accounts Payable Clerk will be a long-term contract / temporary to hire opening. In this influential department, there is a possibility for further career growth and advancement. 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.

Your responsibilities in this role

- Operate full-cycle A/P
- Execute additional tasks as needed
- Accurately execute daily processes and controls in a timely manner while ensuring company policies are followed
- Manage validating, recording, and mailing checks and expedite special handling
- Sort, log, scan, and file invoices, checks, and other documents
- Assist the AP/Finance Department with administrative tasks
- Handle daily department mail by opening, sorting, and distributing it
- Facilitate internal and external audits as needed
- Manage customer service tasks for internal business partners

Requirements

- Strong attention to detail
- Command of Microsoft Excel
- Data entry experience
- Strong familiarity with Accounts Payable (AP)
- Coupa experience desired
- 2+ years of experience in an A/P role preferred
- AA or BS/BA degree in Accounting, Business or similar preferred
- Articulate customer service and interpersonal skills, especially when interacting with those in the 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.