

Accounts Payable Specialist/AP Analyst

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: \$30.00 to \$38.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is trying to fill an Accounts Payable (A/P) Analyst position with an organization that offers a stimulating work environment among a team of experienced, motivated professionals. Attending to the general administrative needs of the AP/Finance Department, this role works closely with and reports to the Accounting Manager. The primary focus of this role is matching and batching code, resolving A/P issues, processing expense reports, updating and reconciling sub-ledger to G/L and processing checks are primary areas of focus. Are you seeking an employment role with an opportunity for growth? Then contact us today to learn more about joining this thriving team of professionals. This Accounts Payable Clerk role will be located in the San Jose, California area and will be a short-term contract / temporary position.

How you will make an impact

- Manage the process of verifying, logging, and mailing checks, including expediting special handling
- T & E - Travel and Expenses processing - at least 500 per week
- Handle daily department mail by opening, sorting, and distributing it
- Execute daily processes and controls accurately and in a timely manner; ensuring compliance with company policies
- Assist in processing Accounts Payable invoices
- Facilitate internal and external audits as needed

Requirements

- Accounts Payable (AP) experience
- Oracle R12 experience desired
- Attention to detail and demonstrated ability to follow standard procedures is a requirement
- Spreadsheet and database capabilities
- 1+ years of experience in an A/P role preferred, specifically ideally in processing Employee Expenses
- AA or BS/BA degree in Accounting, Business or similar 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.