

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: \$31.35 to \$36.30 hourly
Employment status: Contract / Temporary

Description

Work as an Accounts Payable (A/P) Clerk in a stimulating work environment with a team of highly skilled professionals through this opportunity offered by Robert Half. In this position, you will be required to manage all general administrative needs of the AP/Finance Department. You will work closely and report to the Accounting Manager. The main responsibilities will include 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. If you're looking for an opportunity that offers job growth, contact us today to learn more about this fast-growing team. Located in Sunnyvale, California, the Accounts Payable Clerk will be a long-term contract / temporary opening.

Responsibilities

- Sort, log, scan, and file invoices, checks, and other documents
- Open, sort, and distribute daily department mail
- Provide customer service to internal business partners
- Perform special projects as assigned
- Operate full-cycle A/P
- Help with internal and external audits as required
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time
- Verify, log and mail checks, including expediting special handling
- Handle the administrative needs of the AP/Finance Department

Requirements

- AA or BS/BA degree in Accounting, Business or similar preferred
- Attention to detail and proven ability to follow standard procedures is a requirement
- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- Ability to work within spreadsheets and databases
- Wire transfer experience
- Prior experience in an A/P role preferred

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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.