

## AP 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 to Hire

### Description

Robert Half currently has an opening for an Accounts Payable (A/P) Clerk. Based out of the Santa Clara, California area, the Accounts Payable Clerk will be a long-term contract / temporary to hire opening. In this dynamic department, there is an opportunity for career growth and quick advancement. The Accounts Payable Clerk tasks will consist of matching and batching code invoices, resolving A/P issues, processing expense reports, updating and reconciling sub-ledger to G/L, and processing checks.

What you get to do every single day

- Carry out additional projects as required
- Accurately execute daily processes and controls in a timely manner while ensuring company policies are followed
- Manage full-cycle A/P
- Handle daily department mail by opening, sorting, and distributing it
- Help with internal and external audits as required
- Support the AP/Finance Department by completing administrative tasks
- Assist internal business partners with any customer services needs
- Validate, record and send checks, including expediting special handling
- Organize, register, scan, and file invoices, checks, and other documents

### Requirements

- Excellent customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- 1+ years of experience in an A/P role preferred
- Be detailed, flexible, and organized
- AA or BS/BA degree in Accounting, Business or similar preferred
- Numeric data entry experience preferred
- Microsoft Excel experience
- Accounts Payable (AP) experience desired
- Knowledge of Accounts Receivable (AR)

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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.**