

## 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. This Accounts Payable Clerk role will be located in the Santa Clara, California area and will be a long-term contract / temporary to hire position. Career growth and quick advancement is available in this progressive 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.

What you get to do every single day

- Open, organize, and distribute department mail daily
- Support the AP/Finance Department by completing administrative tasks
- Execute additional tasks as needed
- Ensure compliance with company policies while carrying out daily processes and controls accurately and on time
- Provide customer service to internal business partners
- Verify, log and mail checks, including expediting special handling
- Facilitate internal and external audits as needed
- Complete full-cycle A/P
- Sort, register, scan, and store invoices, checks, and other documents

### Requirements

- Excellent customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds
- AA or BS/BA degree in Accounting, Business or similar preferred
- Numeric data entry experience
- Accounts Payable (AP) experience
- Strong familiarity with Microsoft Excel
- Accounts Receivable (AR) experience preferred
- 1+ years of experience in an A/P role preferred
- Observant, accurate and able to thrive in a fast-paced environment

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.**