

Part-Time Accounts Payable/Accounting 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: \$25.00 to \$33.00 hourly
Employment status: Contract / Temporary

Description

We have an exciting part-time contract/temporary Accounts Payable/Accounting Clerk opportunity in San Mateo. This role starts immediately on-site for a 6-month period with possible extension. This is a 20-hour work week. Contact Robert Half for immediate consideration!

General Summary:

Provide financial and administrative support to the Finance department. Manage and process weekly check runs for two companies including filing and mailing. Assist in daily invoice billings and report reconciliations. Advance Excel skills necessary.

Major Duties & Responsibilities:

- Process weekly AP payments which include insurance claim payment, policy refunds, commission payments, and company expenses.
- Process Concur expense reports relating to employee out-of-pocket and corporate card expenses.
- Maintain vendor files.
- Manage accuracy of daily invoices and resolve discrepancies.
- Ability to utilize and navigate multiple systems simultaneously.
- Provide support with Accounts Receivable as needed.
- Assist with various accounting projects as needed.
- Perform other related duties assigned.

Requirements

Experience:

- 1 or more years of accounts payable experience
- Knowledge of general accounting principles and compliance requirements
- Proficiency in MS Office, must have strong Excel skills
- High degree of accuracy, attention to detail, and confidentiality
- Excellent analytical, problem solving, decision-making skills
- Effective verbal, listening and written communication skills
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to work independently or as a team member

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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.