

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: \$26.13 to \$30.25 hourly
Employment status: Contract / Temporary

Description

Robert Half has a current opening for an Accounts Payable (A/P) Clerk. Come work for an up and coming apparel company 100% onsite in Burlingame. This is a part-time contracted role with just 3 days per week. 8:30-6pm with parking onsite in a new, gorgeous office. This is a small accounting team of just three other people. A degree in Accounting is preferred but 3 or more recent years of experience in Accounts Payable will also do. This client is looking for someone who understands the Accounts Payable principles in application to Bill.com and QuickBooks. A basic- intermediate excel test will need to be completed upon selection for this position. If this sounds like a good fit for you, apply with an updated resume here! 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.

How you will make an impact

- Carry out daily processes and controls accurately and on time, and ensure compliance with company policies
- Manage the process of verifying, logging, and mailing checks, including expediting special handling
- Provide support during internal and external audits
- Open, organize, and distribute department mail daily
- Ensure invoices, checks, and other documents are properly sorted, logged, scanned, and filed
- Execute additional tasks as needed
- Fullfill full-cycle A/P
- Assist the AP/Finance Department with administrative tasks
- Assist internal business partners with any customer services need

Requirements

- AA or BS/BA degree in Accounting, Business or similar preferred or - 2+ years of recent experience in an A/P role preferred
- Recent Accounts Payable (AP) experience required
- Strong familiarity with QuickBooks
- Solid understanding of Accounts Payable (AP) principles

- Intermediate knowledge in Microsoft Excel

- Detailed and have the ability work independently

- Strong communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds (ex: Vendor communication, setting u new vendors)

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.