**rh Robert Half**®

**is now hiring!**

## 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)

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Apply Here For Job Posting

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**