Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/28/2024

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is now hiring!

94403

San Mateo, CA, 94403

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: $27.00 to $30.00 hourly
Employment status: Contract / Temporary

Description

Robert Half has a great opportunity available for an Accounts Payable (A/P) Clerk with an organization that offers an appealing company culture among highly skilled professionals. This position works closely and reports to the Accounting Manager and handles all general administrative needs of the AP/Finance Department. The main responsibilities will include matching and batching code, resolving A/P issues, processing expense reports, updating and reconciling sub-ledger to G/L and processing checks are primary areas of focus. If you're looking for an opportunity that offers job growth, contact us today to learn more about this fast-growing team. Located in San Mateo, California, the Accounts Payable Clerk will be a long-term contract / temporary opening.

Responsibilities

- Assist the AP/Finance Department with administrative tasks

- Carry out additional tasks as assigned

- Handle daily department mail by opening, sorting, and distributing it

- Handle the customer service needs of internal business partners

- Help with internal and external audits as required

- Sort, log, scan, and file invoices, checks, and other documents

- Perform daily processes and controls correctly and punctually, ensuring company policies are followed

- Manage validating, recording, and mailing checks and expedite special handling

- Fullfill full-cycle A/P

Requirements

- AA or BS/BA degree in Accounting, Business or similar preferred

- 1+ years of experience in an A/P role preferred

- Attentive, ability to work independently and prioritize tasks

- Spreadsheet and database capabilities

- Articulate customer service and interpersonal skills, especially when interacting with those in the technical and financial backgrounds

- Accounts Payable (AP) experience

- Proficiency in data entry

- Expertise in Check Runs

- Foundational knowledge in Posting Payments

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.

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

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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.