

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/19/2024



95112  
San Jose, CA, 95112

## 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:** \$28.00 to \$36.00 hourly  
**Employment status:** Contract / Temporary

### Description

Seeking a long-term contract / temporary position? Robert Half is doing the hiring process for an Accounts Payable (A/P) Specialist for a rapidly-expanding company. The Accounts Payable Specialist will match, batch, and code invoices, resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L, and process checks. This is a superb role and you will have the opportunity for career growth and advancement within this dynamic department. This Accounts Payable Specialist role will be located in the San Jose, California area and will be a long-term contract / temporary position.

#### Major responsibilities

- Sort, log, scan, and file invoices, checks, and other documents
- Provide customer service to internal business partners
- Handle the administrative needs of the AP/Finance Department
- Perform special projects as assigned
- Carry out daily processes and controls accurately and on time, and ensure compliance with company policies
- Validate, record and send checks, including expediting special handling
- Provide internal and external audit assistance as required
- Open, sort, and distribute daily department mail

### Requirements

- Construction Accounting experience is preferred
- Proficiency in Procore
- Foundational knowledge in Sage Accounting Software
- Strong communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- 1+ years of experience in an A/P role preferred
- Attention to detail and demonstrated ability to follow standard procedures is a requirement

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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.**