

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: \$22.00 to \$25.00 hourly
Employment status: Contract / Temporary

Description

International construction company is looking for an accounts payable (A/P) clerk to become an integral part of its rapidly growing team. As the accounts payable clerk, you will match and batch code, resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L, and process checks. You will report to the accounting manager and have opportunity for career growth and quick advancement within this dynamic department.

Responsibilities

- Primary responsibility is to handle the administrative and clerical needs of the A/P finance department
- Execute daily processes and controls accurately and in a timely manner; provide compliance with Company policies
- Providing customer service to internal business partners
- Providing internal and external audit assistance as required
- Open, sort and distribute daily department mail
- Sort, log, photocopy, and file invoices, checks, and other documents
- Verify, log and mail checks, including expediting special handling
- Perform special projects as assigned

Requirements

Skills/Credentials

- BS degree in Accounting, Business or similar
- 2+ years of experience in an A/P role preferred
- Proficient in MS Excel
- Highly organized, detail oriented, have a sense of urgency, flexible and able to deal with frequent interruptions and changing priorities
- Strong communication, customer service and interpersonal skills, especially with both technical and financial backgrounds

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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.