

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: \$25.12 to \$29.08 hourly
Employment status: Contract / Temporary to Hire

Description

Join a team of highly skilled, motivated professionals as an Accounts Payable (A/P) Clerk through this opportunity offered by Robert Half. The candidate's responsibilities in this role include attending to the general needs of the AP/Finance Department, while working closely and reporting to the Accounting Manager. The primary focus of this role is 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. Are you looking for a position that offers quick career growth? Contact us today to find out how you can scale the career leader on a flourishing team. This Accounts Payable Clerk role will be located in the San Carlos, California area and will be a long-term contract / temporary to hire position.

Major responsibilities

- Open, sort, and distribute daily department mail
- Manage the process of verifying, logging, and mailing checks, including expediting special handling
- Provide internal and external audit assistance as required
- Provide customer service to internal business partners
- Carry out daily processes and controls accurately and on time, and ensure compliance with company policies
- Perform special projects as assigned
- Handle the administrative needs of the AP/Finance Department
- Conduct full-cycle A/P
- Sort, register, scan, and store invoices, checks, and other documents

Requirements

- Solid understanding of Accounts Payable (AP)
- Proficiency in Excel Formulas
- Command of JD Edwards EnterpriseOne
- Demonstrated communication, customer service, and interpersonal skills, especially with both technical and financial backgrounds
- AA or BS/BA degree in Accounting, Business or similar preferred
- Attention to detail and ability to follow standard procedures is a requirement
- Ability to work within spreadsheets and databases
- 2+ years of experience in an A/P role preferred

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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.