

## Accounting 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:** \$23.00 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

Are you an Accounting Clerk looking to join a well-respected organization? Robert Half is looking for a candidate to support a department as an Accounting Clerk. This role is with a company in the Real Estate & Property industry. The Accounting Clerk duties will include matching invoices to purchase orders/ vouchers, data entry, and assisting with Accounts Payable (A/P) and Accounts Receivable (A/R). We offer a dynamic, team-oriented workspace, great benefits, and future career advancement opportunity. This is a short-term contract / temporary position based near Rancho Cordova and Elk Grove.

How you will make an impact

- Circulate financial information to journals and ledgers
- See to the proper coding of documents that require knowledge in determining proper classification of expenditure codes and accounting codes
- Assist Accounts Payable: vendor invoices and disbursement filing, A/P invoice matching & filing
- Companywide accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Assemble statements and reports that require utilization of an array of sources
- Mend discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required
- Assist Accounts Receivable: process daily invoices/credit, apply cash receipt, and help with collection of past due balance.

This is a full-time position that would start right away. This position comes with a flexible work schedule, great hands-on training and room for growth within. If you feel this is the job for you, apply today!

### Requirements

- AA or BS/BA in Accounting or related field preferred
- Qualified in Spreadsheet and ERP system
- Comprehensive knowledge of Microsoft Excel
- Ability to multitask efficiently and prioritize work
- Outstanding data entry skills

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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.**