

Accounts Receivable 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: \$17.00 to \$21.00 hourly
Employment status: Temporary

Description

A growing company has an excellent opportunity for an Accounts Receivable (A/R) detail oriented. In this position, you will enter, post and reconcile batches, research and resolve customer A/R issues, prepare aging report, place billing and collection calls, maintain cash receipts journal, update, and reconcile sub-ledger to G/L. The team is rapidly growing into their new location and needs a self-starter to join the accounting team! You will be processing full-cycle AP, handling 200+ invoices per week, with high attention to detail. If you are looking for a company that offers great career growth potential and an impressive benefits package, this could be a great match for you. For immediate consideration please email We currently have an opening in the Rancho Cordova area for an Accounting Clerk. In this role, you will be responsible for matching invoices to purchase orders, data entry, and assisting with both Accounts Payable and Accounts Receivable. This dynamic team environment offers career advancement opportunity, a great office environment and a great work space. This Accounting Clerk would report directly to the Accounting Manager. For immediate consideration please email your resume to Amber.Rodriguez@Roberthalf.com.

Responsibilities:

- Support accounts payable: vendor invoices and disbursement filing, A/P invoice matching & filing
- Support Accounts Receivable: process daily invoices/credit, apply cash receipt, help with collection of past due balance
- General accounting and administration support: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Correct transaction documents, which may require revision of other documents or entries as well as the original; may initiate other actions
- Code documents that require knowledge in determining proper classification of expenditure codes and accounting codes.
- Prepare statements and reports that require utilization of a variety of sources
- Post financial information to journals, registers, and ledgers, manually or by electronic equipment
- Reconcile discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required
- Assist in budgetary control by monitoring budgets and originating or verifying adjustments and transfers
- Perform other related duties and participate in special projects as assigned

Responsibilities

- Perform a variety of basic accounting tasks in accordance with standard procedures, including general accounting tasks at field sites, accounts payable, accounts receivables, and payroll liaison activities
- Reconcile bank accounts, posting and balancing financial data in various ledgers
- Input timesheet data
- Verify of documents and codes
- Process payments and compiling segments of monthly closings and annual reports
- Support, communicate, reinforce and defend the mission, values and culture of the organization
- Provides information as requested to shippers, customers, the sales/marketing department and other stake holder
- Collections: contact existing clients to help resolve payment issues; assist in setting up payment plans

Requirements

- AA or BS/BA degree in Accounting or related field
- 3+ years of relevant experience in receivable/accounts payable
- Bookkeeping experience preferred
- Strong analytical skills in basic accounts payable and accounting policy
- Detail oriented, accurate and able to multitask in a fast paced environment
- Proficiency in Microsoft Office with strong Excel skills

Accountemps matches highly skilled professionals with accounting finance jobs at the best companies on a temporary and temporary-to-hire basis. Our mission is to provide you with a rewarding finance or accounting job that is well matched to your professional skills – helping you to advance in your career. Our experience, combined with the resources of our worldwide network of offices, makes Accountemps a great resource for your career. We offer excellent opportunities to find temporary accounting and finance jobs for all experience levels. From accounting clerks and bookkeepers to accounts payable and staff accountants, we can provide you unparalleled access to exciting career opportunities. But don't take our word for it. Our company has appeared on Fortune® magazine's list of "World's Most Admired Companies" since 1998, and 9 out of 10 of our customers would recommend our service to a colleague.

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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.