

## 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:** DOE

**Employment status:** Temporary

### Description

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](mailto: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

### Requirements

- AA or BS/BA in Accounting preferred
- Excellent data entry skills
- Strong knowledge of Microsoft Excel and SAP are preferred
- Ability to multi-task and attention to detail are critical
- Entry-level considered

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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.**