Sacramento Employment and Training Agency (3502)
To: Employment Counselor
Date: 03/29/2024

Robert Half®
is now hiring!

95683

Rancho Murieta, CA, 95683

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

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. Download the Robert Half app and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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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.