

## 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:** \$19.00 to \$22.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is seeking an Accounting Clerk to work in the Advertising industry, whose duties will be matching invoices to purchase orders/ vouchers, data entry, and assisting with Accounts Payable (A/P) and Accounts Receivable (A/R). This is a long-term contract / temporary position based in the Tucson, Arizona area. This position offers opportunities for career advancement and is best suitable for candidates seeking an energetic, team-oriented environment. This is with an organization that has quickly become well-respected.

#### Major responsibilities

- Mend discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required
- Report financial facts to journals and ledgerst
- Help Accounts Payable: A/P invoice matching & filing, vendor invoices and disbursement filing
- Group documents that require knowledge in determining proper classification of accounting codes and expenditure codes
- Collaborate with Accounts Receivable: apply cash receipt, process daily invoices/credit, and help with collection of past due balance
- Produce statements and reports that require utilization of a wide range of sources
- Overall accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects

### Requirements

- Data entry, document management, file creation and previous records experience required
- Spreadsheet and ERP system experience preferred
- AA or BS/BA in Accounting or related field preferred
- Comprehensive knowledge of Billing Collection
- Billing experience preferred
- Ability to multitask and meet deadlines

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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.**