

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: Contract / Temporary to Hire

Description

Are you looking for employment as an Accounting Clerk at an organization that is admired within the industry? A company in the Advertising industry, has partnered with Robert Half to find an Accounting Clerk to support a department. The Accounting Clerk will match invoices to purchase orders/ vouchers, data entry, and assist 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 to hire position based in the Falls Church, Virginia area.

What you get to do every single day

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

Requirements

- AA or BS/BA in Accounting or related field preferred
- Ability to multitask effectively
- Accurate, swift, data entry abilities
- Comprehensive knowledge of Excel Formulas
- Candidates with Spreadsheet and ERP system experience will be prioritized

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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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