

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: \$27.71 to \$32.09 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking an Accounts Receivable (A/R) Clerk. There is a job opening at this quickly growing accounting team for someone interested in great career growth potential and a great benefits package. Entering, posting, and reconciling batches, researching and resolving customer A/R issues, preparing aging report, placing billing and collection calls, maintaining cash receipts journal, updating, and reconciling sub-ledger to G/L will be among the Accounts Receivable Clerk's duties. If you are a self-starter with high attention to detail, you will be a good fit for this Accounts Receivable Clerk position, which handles 200+ invoices a week. This is a contract Accounts Receivable Clerk position and is based in the Vienna, Virginia area.

How you will make an impact

- Perform a variety of basic accounting tasks in accordance with standard procedures, including general accounting tasks
- Contact clients to help resolve payment issues; assist in setting up payment plans
- Be an ambassador of the mission, values, and culture of the organization
- Test documents and codes
- Compile segments of monthly closings and annual reports and take care of payments in compliance with GAAP
- Offer information to shippers, customers, the sales/marketing department and other stakeholders
- Identify delinquent customer accounts through various means, e.g. skip-tracing, written correspondence, phone contact, and making arrangements for payment
- Reconcile bank accounts, posting and balancing financial data in different ledgers

Requirements

- Proficient in ERP systems
- High attention to detail and possesses excellent organizational and writing skills
- Command of Microsoft Office with strong Excel skills
- Command of Costpoint (Deltek)
- Comprehensive knowledge of costpoint
- Strong familiarity with Deltek Costpoint
- Strong analytical skills in basic accounts receivable and accounting policy
- 2+ years of relevant experience in accounts receivable
- AA or BS/BA degree in Accounting or related field

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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.