

## Billing Specialist

**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

### Description

Robert Half in **Washington, D.C** is working on an exciting **Billing Specialist** opportunity with one of our well-known clients!

Do you possess a strong attention to detail and a knack for prioritizing and organizing your workload? There is a Billing Specialist opportunity available at a flourishing company working with Robert Half. If you're a motivated professional eager to get your career off the ground, you might be interested in this position! As a Billing Specialist, you will be required to review bills and perform data entry into spreadsheets and accounting software.

### How you will make an impact:

- Work closely with other functional teams to ensure data quality and accuracy
- Construct financial procedures and controls
- Analyze billing documents and other data for accuracy and completeness, obtain missing or correct data when necessary
- Investigate, process, and evaluate bills or invoices for services rendered

### Requirements

- Highly-qualified in spreadsheets, internet applications and ERP systems
- Bachelor's (BA/BS) degree in accounting or finance- Accurate, swift, data entry abilities
- Comprehension of month end closings
- Earlier work involving Accounts Receivable / Billing
- Practical knowledge of Monthly Billing
- Previous experience working with Account Adjustments
- Experience with general ledger
- Great Microsoft Excel skills & knowledge of VLOOKUP & SUMIFS are highly preferred
- Strong communication and interpersonal skills (verbal, written, and listening)

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.

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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