

## 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:** \$17.00 to \$23.00 hourly  
**Employment status:** Contract / Temporary

### Description

There is an opening for an Accounting Clerk through Robert Half, whose duties will be matching invoices to purchase orders/ vouchers, data entry, and assisting with Accounts Payable (A/P) and Accounts Receivable (A/R). The role will be set for a hybrid schedule (mix of in-office work days and remote work days).

This is contract employment based in the Gaithersburg, MD area. This position offers opportunities for career advancement and is best suitable for candidates seeking an efficient, team-oriented environment. This is with a valued organization that is still in the process of growth.

What you get to do every day:

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

### Requirements

- Demonstrated analytical skills in basic accounts receivable and accounting policy
- General ledger experience
- AA or BS/BA degree in Accounting or related field preferred
- Attention to detail and demonstrated ability to follow standard procedures is a requirement
- 2+ years of relevant experience
- Proficiency in Microsoft Office with strong Excel skills
- Efficient in ERP systems

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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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**This Job Posting will expire in 10 days.**