

## 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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