

Accounts Receivable 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 has partnered with a successful firm in finding an experienced Accounts Receivable (A/R) professional to join their growing team. In this position, you will enter, post and reconcile batches, research and resolve customer A/R issues, prepare aging report, place billing and collection calls, maintain cash receipts journal, update, and reconcile sub-ledger to G/L. If you are looking for a company that offers great career growth potential and an impressive benefits package, this could be a great match for you. This is a short-term contract / temporary Accounts Receivable Clerk position and is based in the Washington, District of Columbia area.

Key responsibilities

- Settle bank accounts, posting and balancing financial data in a variety of ledgers
- Provide information, as requested to shippers, customers, the sales/marketing department and other stakeholders
- Review status of delinquent accounts daily and initiate collection action by contacting customers
- Execute a number of foundational accounting tasks in agreement with normal procedures, including general accounting tasks
- Process payments and compile segments of monthly closings and annual reports in compliance with GAAP
- Communicate, reinforce, and support the values, culture, and mission of the organization
- Corroborate documents and codes
- Help resolve payment issues by contacting clients, assist in setting up payment plans

Requirements

- 2+ years of relevant experience in accounts receivable
- Accounts Receivable (AR) experience
- Collection Processes experience
- Strong familiarity with Billing Collection
- Billing Collection experience preferred
- Billing experience
- Proven knowledge of bank reconciliations
- General proficiency in Microsoft Word and Microsoft Excel preferred
- Established analytical skills in basic accounts receivable and accounting policy
- Current and relevant ERP system experience
- Observant, accurate and able to thrive in a fast-paced environment
- AA or BS/BA degree in Accounting or related field desired

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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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.