The CareerCatchers, Inc. (4873)
To: Employment Counselor
Date: 03/29/2024

Robert Half®
is now hiring!

20005

Washington, DC, 20005

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

Description

Robert Half Finance & Accounting, Contract Talent, is working with an organization in need of a contract accounting clerk. This position is located in the Alexandria, Va area- if you are interested, please don't hesitate to apply!

This position is a great way to expand your accounting experience.

Responsibilities include:

- Providing data entry for Accounts Receivable and Accounts Payable
- Reviewing expense reports
- Filing invoices
- Vendor management
- Team collaboration to tackle on the high-volume, fast-paced environment

Experience in Microsoft Excel and QuickBooks is a huge plus!

If you are an eager individual with strong communication skills, this contract accounting clerk role may be for you.

You will have the opportunity to utilize your accounting skills by providing:

- Invoice Data Entry
- Customer service for invoice inquiries
- Manage vendor information by keeping proper records

Requirements

- High School Degree or Associate's
- At least 6+ months of relevant experience
- Ability to multi-task in a fast-paced environment
- Reliable skills in Microsoft Excel and QuickBooks

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.

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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.