

Accounts Receivable 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

Accounts Receivable (A/R) Clerks who are self-starting and detail-oriented will be excited about this opportunity! This is a long-term contract / temporary Accounts Receivable Clerk position and is based in the Springfield, Virginia area. You will thrive in this Accounts Receivable Clerk position if you are able to 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. Candidates looking for career growth potential and who are capable of processing 200+ invoices per week will be best fit for this position.

Your responsibilities

- Execute a number of foundational accounting tasks in agreement with normal procedures, including general accounting tasks
- Sort out payments and compile segments of monthly closings and annual reports in compliance with GAAP
- Verify documents and codes
- Square bank accounts, posting and balancing financial data in diverse ledgers
- Present information, as requested to shippers, customers, the sales/marketing department and other stakeholders
- Locate delinquent customer accounts through various means, e.g. skip-tracing, phone contact, written correspondence, and make arrangements for payment
- Contact clients to help resolve payment issues; assist in setting up payment plans
- Support, communicate, and reinforce the mission, values and culture of the organization

Requirements

- Dependability in Microsoft Office with strong Excel skills in particular
- Attention to detail and demonstrated ability to follow standard procedures is a requirement
- Journal entries experience preferred
- Proven knowledge of Collecting Payments
- Command of Aging Reports
- Credit Card Payments experience highly desired
- Microsoft Excel experience
- Comprehensive knowledge of Accounts Receivable (AR)
- AA or BS/BA degree in Accounting or related field desired
- Experience with ERP systems
- Proven analytical skills in basic accounts receivable and accounting policy
- 2+ years of relevant experience in accounts receivable

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