

## 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:** \$19.00 to \$23.50 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is in need of an Accounting Clerk, whose duties will be matching invoices to purchase orders/ vouchers, data entry, and assisting with Accounts Payable (A/P) and Accounts Receivable (A/R). This is a long-term contract / temporary to hire employment opportunity based in the Landover, Maryland area. Thrive in an energetic, team-oriented environment in this position, which offers room for growth. This position is with a respectable organization that is still expanding.

Your responsibilities in this role

- Aid Accounts Payable: A/P invoice matching & filing, vendor invoices and disbursement filing
- Classify documents that require knowledge in determining proper classification of accounting codes and expenditure codes
- Assemble statements and reports that require utilization of a variety of sources
- Submit financial figures to journals and ledgers
- Standard accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Mend 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 Receivable: process daily invoices/credit, apply cash receipt, and help with collection of past due balance

### Requirements

- Ability to multitask and communicate effectively with individuals of all backgrounds
- AA or BS/BA in Accounting or related field preferred
- Candidates with Spreadsheet and ERP system experience will be prioritized
- QuickBooks experience
- Proven knowledge of general ledger
- Accounts Payable (AP) experience desired
- Expertise in Accounts Receivable (AR)
- Experience with Microsoft Excel
- Sage 100 experience preferred
- Excellent data entry skills

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