



is now hiring!

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: \$17.10 to \$19.80 hourly
Employment status: Temporary

Description

Do you want to be a part of a team at an innovative and well-respected organization as an Accounting Clerk? Robert Half is looking for a candidate to support a department as an Accounting Clerk. The Accounting Clerk tasks will consist of matching invoices to purchase orders/ vouchers, data entry, and assisting 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 long-term contract / temporary employment opportunity based in the Washington, District of Columbia area.

How you will make an impact

- Harmonize discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required
- Put together statements and reports that require utilization of an assortment of sources
- Overall accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Submit financial figures to journals and ledgers
- Work with Accounts Payable: A/P invoice matching & filing, vendor invoices and disbursement filing
- Group documents that require knowledge in determining proper classification of accounting codes and expenditure codes
- Contribute to Accounts Receivable: help with collection of past due balance, process daily invoices/credit, and apply cash receipt

Requirements

- AA or BS/BA in Accounting or related field preferred
- Ability to multitask and attention to detail are critical
- Spreadsheet and ERP system experience recommended
- Coding Invoices experience highly desired
- Accounts Receivable (AR) experience required
- Proficiency in data entry
- Customer invoices experience preferred
- Accounts Payable (AP) experience

Accountemps, a Robert Half Company, matches skilled accounting and finance professionals with remote or on-site jobs on a temporary and temporary-to-hire basis. Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.

When you work with us, you're working with the best. Robert Half has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.

Questions? Call your local office at 1.888.490.3195. 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.

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