



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

Are you seeking employment at a well-respected organization as an Accounting Clerk? Support a department within a company in the Non-Profit industry as an Accounting Clerk through this employment opportunity offered at Robert Half. The Accounting Clerk position seeks an experienced candidate in the following tasks: 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 short-term contract / temporary employment opportunity based in the Reston, Virginia area.

What you get to do every day

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

Requirements

- Ability to multitask and communicate well with individuals of all backgrounds
- QuickBooks experience desired
- AA or BS/BA in Accounting or related field preferred
- Accurate, swift, data entry abilities
- Candidates with Spreadsheet and ERP system experience will be prioritized
- 2+ years of relevant 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.com/benefits.net/> for more information.

© 2020 Accountemps. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use www.roberthalf.com/terms-of-use.

[Apply Here For Job Posting](#)

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

This Job Posting will expire in 10 days.