

## Accounting Coordinator

**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:** \$22.80 to \$26.40 hourly

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

### Description

Robert Half is searching for a talented Accounting Clerk for a well respected organization. Serving in this role, you will be responsible for multiple forms of data entry, matching invoices to purchase orders and/or vouchers, and playing an integral role in the process of Accounts Payable (A/P) and Accounts Receivable (A/R). Come play a vital role in an environment that offers you excellent benefits, a great work space/office, and a great career advancement opportunity. This is a contract to hire employment opportunity based in the Herndon, Virginia area.

#### Your responsibilities

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

### Requirements

- Foundational knowledge in Hotel Reservations
- Accounts Payable (AP) experience
- Paychex experience desired
- Sage Accounting Software experience preferred
- Skilled in Spreadsheet and ERP system
- AA or BS/BA in Accounting or related field preferred
- Outstanding data entry skills
- Ability to multitask efficiently and prioritize work

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Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. 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.**