The CareerCatchers, Inc. (4873)
To: Employment Counselor
Date: 03/28/2024

Robert Half®
is now hiring!

20877

Gaithersburg, MD, 20877

Accounts Receivable Specialist

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: $20.00 to $27.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking an Accounts Receivable (A/R) Specialist. There is a job opening at this quickly growing accounting team for someone interested in great career growth potential and a great benefits package. The role will be set for a hybrid schedule (mix of in-office work days and remote work days).

On an average day, the Accounts Receivable Specialist will 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. The Accounts Receivable Specialist must be a self-starter with high attention to detail, in order to handle 200+ invoices a week.

This is a contract / temporary Accounts Receivable Specialist position and is based in the Gaithersburg, MD area.

Your responsibilities in this role

- Settle bank accounts, posting and balancing financial data in a variety of ledgers

- Corroborate documents and codes

- Assist in setting up payment plans; contact clients to help resolve payment issues

- Present information, as requested to shippers, customers, the sales/marketing department and other stakeholders

- Support, communicate, and reinforce the mission, values and culture of the organization

- Pinpoint delinquent customer accounts through various means, e.g. written correspondence, phone contact, skip-tracing, and making arrangements for payment

- Process payments and compile segments of monthly closings and annual reports in compliance with GAAP

- Carry out an assortment of basic accounting tasks in accordance with standard procedures, including general accounting tasks

Requirements

- Demonstrated analytical skills in basic accounts receivable and accounting policy

- General ledger experience

- AA or BS/BA degree in Accounting or related field preferred

- Attention to detail and demonstrated ability to follow standard procedures is a requirement

- 2+ years of relevant experience in accounts receivable

- Proficiency in Microsoft Office with strong Excel skills

- Efficient in ERP systems

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. Download the Robert Half app and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.