

## 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:** \$18.00 to \$28.00 hourly  
**Employment status:** Contract / Temporary

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### 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 Silver Spring, 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

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### 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

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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.**