

Accounts Receivable 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: \$19.79 to \$22.91 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking an Accounts Receivable (A/R) Clerk. There is a job opening at this quickly growing accounting team for someone interested in great career growth potential and a great benefits package. If you're interested in work where you 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, you will succeed in this position. In this Accounts Receivable Clerk position, you will need to be a self-starter with high attention to detail, in order to succeed at handling 200+ invoices a week. This is a short-term contract / temporary Accounts Receivable Clerk position and is based in the Arlington, Virginia area.

Your responsibilities

- Square bank accounts, posting and balancing financial data in diverse ledgers
- Provide information, as requested to shippers, customers, the sales/marketing department and other stakeholders
- Sort out payments and compile segments of monthly closings and annual reports in compliance with GAAP
- Review status of delinquent accounts daily and initiate collection action by contacting customers
- Help resolve payment issues by contacting clients, assist in setting up payment plans
- Perform a variety of basic accounting tasks in accordance with standard procedures, including general accounting tasks
- Be an ambassador of the mission, values, and culture of the organization
- Verify codes and documents

Requirements

- Strong analytical skills in basic accounts receivable and accounting policy
- Be detailed, flexible, and organized
- ERP system experience
- Knowledge of Invoice Processing
- Comprehensive knowledge of cash applications
- Strong familiarity with Salesforce.com
- Dependability in Microsoft Office with strong Excel skills in particular
- 2+ years of relevant experience in accounts receivable
- AA or BS/BA degree in Accounting or related field desired

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.

[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.