

## 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:** DOE

**Employment status:** Contract / Temporary

### Description

Robert Half Finance & Accounting, Contract Talent, is working with an organization in need of a contract accounting clerk. This position is located in Alexandria, VA- if you are interested, please don't hesitate to apply!

This position is a great way to expand your accounting experience.

Responsibilities include:

- Providing data entry for Accounts Receivable and Accounts Payable
- Reviewing expense reports
- Filing invoices
- Vendor management
- Team collaboration to tackle on the high-volume, fast-paced environment

Experience in Microsoft Excel and QuickBooks is a huge plus!

If you are an eager individual with strong communication skills, this contract accounting clerk role may be for you.

You will have the opportunity to utilize your accounting skills by providing:

- Invoice Data Entry
- Customer service for invoice inquiries
- Manage vendor information by keeping proper records

### Requirements

- High School Degree or Associate's
- At least 6+ months of relevant experience
- Ability to multi-task in a fast-paced environment
- Reliable skills in Microsoft Excel and QuickBooks

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