

## Collections Agent OTC Hotel Accounting

**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 \$21.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half has a tremendous opportunity for an Accounts Receivable (A/R) professional at a growing company. In this position, 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. If you have growth mindset and you thrive under pressure, you are probably a great fit for our team! This is a long-term contract / temporary Accounts Receivable Clerk position and is based in the McLean, Virginia area.

#### Your responsibilities

- Reconcile bank accounts, posting and balancing financial data in various ledgers
- Test documents and codes
- Assist in setting up payment plans; contact clients to help resolve payment issues
- Communicate information, as requested to shippers, customers, the sales/marketing department and other stakeholders
- Perform a variety of basic accounting tasks in accordance with standard procedures, including general accounting tasks
- Review status of delinquent accounts daily and initiate collection action by contacting customers
- Process payments and compile segments of monthly closings and annual reports in compliance with GAAP
- Promote, communicate, and reinforce the mission, values and culture of the organization

### Requirements

- 2+ years of relevant experience in accounts receivable
- High attention to detail
- Proficiency in Microsoft Office with strong Excel skills
- navigating basic office equipment and protocols experience desired
- Demonstrated analytical skills in basic accounts receivable and accounting policy
- Current and relevant ERP system experience
- AA or BS/BA degree in Accounting or related field

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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.**