

## 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:** DOE  
**Employment status:** Contract / Temporary

### Description

The Robert Half team in Washington, DC is searching for a Accounts Receivable Specialist!

This contract position is a great way to expand your accounts receivable experience.

You can make an impact by assisting our client with the following:

- Provide data entry for all accounts receivable invoices
- Generate invoices
- Reconcile batches
- Conduct billing and collections via phone calls and emails
- Monitor the aging report
- Team collaboration to tackle on the high-volume, fast-paced environment.

An ideal candidate will have Microsoft Excel experience and an ERP system experience.

If you are an eager individual with strong communication skills, this accounts receivable role may be for you! This is a contract accounts receivable role in Alexandria, VA where you will have the opportunity to utilize your accounting skills by providing:

- Invoice Entry
- Customer service for invoice inquiries regarding billing information
- Assist in resolving customer issues

### Requirements

- High School Degree or Associate's
- At least 6+ months of relevant experience
- Knowledge of accounts receivables (AR)
- Ability to multi-task in a fast-paced environment
- Reliable skills in Microsoft Excel

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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.**