

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: \$19.00 to \$23.50 hourly
Employment status: Contract / Temporary to Hire

Description

Robert Half is in need of an Accounting Clerk, whose duties will be matching invoices to purchase orders/ vouchers, data entry, and assisting with Accounts Payable (A/P) and Accounts Receivable (A/R). This is a long-term contract / temporary to hire employment opportunity based in the Landover, Maryland area. Thrive in an energetic, team-oriented environment in this position, which offers room for growth. This position is with a respectable organization that is still expanding.

Your responsibilities in this role

- Aid Accounts Payable: A/P invoice matching & filing, vendor invoices and disbursement filing
- Classify documents that require knowledge in determining proper classification of accounting codes and expenditure codes
- Assemble statements and reports that require utilization of a variety of sources
- Submit financial figures to journals and ledgers
- Standard accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Mend discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required
- Work with Accounts Receivable: process daily invoices/credit, apply cash receipt, and help with collection of past due balance

Requirements

- Ability to multitask and communicate effectively with individuals of all backgrounds
- AA or BS/BA in Accounting or related field preferred
- Candidates with Spreadsheet and ERP system experience will be prioritized
- QuickBooks experience
- Proven knowledge of general ledger
- Accounts Payable (AP) experience desired
- Expertise in Accounts Receivable (AR)
- Experience with Microsoft Excel
- Sage 100 experience preferred
- Excellent data entry skills

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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.