

## Accounting Clerk (Remote Position)

**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:** \$19.95 to \$23.10 hourly  
**Employment status:** Contract / Temporary

### Description

We are offering a short term contract employment opportunity for an Accounting Clerk in Los Angeles, California. This role primarily operates within the industry of finance and accounting. The workplace is a dynamic environment where the Accounting Clerk will be entrusted with a variety of tasks related to processing customer applications, maintaining customer records, and resolving customer inquiries.

#### Responsibilities:

- Efficiently and accurately process customer credit applications
- Maintain and update customer credit records systematically
- File, scan, and organize accounting documents for easy retrieval
- Conduct data entry duties for various divisions as assigned
- Adhere strictly to federal and state laws and regulations in all operations
- Actively engage in other duties necessary to support the Association's mission and strategic objectives
- Use Microsoft Excel and other relevant software for data management and analysis
- Handle sensitive customer information with utmost discretion and professionalism
- Monitor customer accounts and take appropriate action when required
- Manage accounts receivable and billing tasks efficiently.

### Requirements

- Possesses a minimum of one year of experience in an accounting clerk role or similar
- Demonstrates proficiency in data entry tasks
- Shows advanced knowledge of Microsoft Excel, including the use of complex formulas and pivot tables
- Has experience with accounts receivable (AR) processes, including tracking and recording payments
- Familiar with billing procedures, including creating and sending invoices
- Can work collaboratively in a team environment and communicate effectively with colleagues
- Possesses a keen attention to detail and the ability to spot numerical errors
- Shows the ability to manage time effectively and prioritize tasks based on urgency
- Holds a high school diploma or equivalent; a degree in accounting or a related field is a plus
- Demonstrates the ability to handle sensitive and confidential information responsibly

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**This Job Posting will expire in 10 days.**