

## Billing/Collections 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:** \$20.90 to \$24.20 hourly  
**Employment status:** Contract / Temporary

### Description

Interested in developing a career in finance as a Billing Clerk? Do you possess a strong attention to detail and a knack for prioritizing and organizing your workload? Robert Half has a Billing Clerk opportunity available with a flourishing company in the Service industry so call today if you're a motivated professional eager to get your career off the ground. As a Billing Clerk, your duties will consist of reviewing bills and compiling data into spreadsheets and accounting software. If you are based in the Boca Raton, Florida area, you'll be interested in this short-term contract / temporary Billing Clerk opportunity.

What you get to do every single day

- Evaluate, process, and review bills or invoices for services rendered
- Form financial controls and procedures
- Work closely with other functional teams to ensure data quality and consistency
- Assess billing documents and other data for accuracy and completeness, tracking down missing or correct data when necessary

### Requirements

- Excellent verbal, written, and social skills
- Ability to enter data into various electronic systems while maintaining the integrity and accuracy of the data
- Deep understanding of consumer collections
- Billing Functions experience required
- Solid understanding of Billing Collection
- Highly-qualified in spreadsheets, internet applications and ERP systems

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