

Accounts Receivable 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 \$23.00 hourly
Employment status: Contract / Temporary

Description

About Us:

Robert Half is a global leader in specialized staffing services, providing skilled professionals in the fields of accounting, finance, technology, and administrative support to businesses of all sizes. With a commitment to excellence and a focus on connecting talented individuals with rewarding opportunities, we empower companies and job seekers to achieve their goals.

Position Overview:

Robert Half is seeking an Accounts Receivable Clerk to join our finance team. The Accounts Receivable Clerk will play a crucial role in managing the accounts receivable process, ensuring accurate invoicing, timely collections, and maintaining positive relationships with clients. This is an excellent opportunity for a detail-oriented individual with strong organizational skills and a passion for financial management.

Responsibilities:

- Generate and distribute accurate and timely invoices to clients.
- Follow up on overdue accounts and communicate with clients to resolve payment discrepancies.
- Process payments received from clients and apply them to the appropriate accounts.
- Reconcile accounts receivable ledger to ensure all payments are accounted for and properly posted.
- Prepare and distribute monthly statements to clients and respond to inquiries regarding account balances.
- Collaborate with internal teams to address client billing issues and resolve disputes.
- Maintain accurate and up-to-date client records and account information.
- Assist with month-end closing activities and provide support for audits as needed.
- Identify opportunities for process improvements and contribute to initiatives to enhance accounts receivable operations.

If interested, please apply today!

Requirements

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- High school diploma or equivalent; Associate's degree in Accounting or related field preferred.
- Minimum of 1-2 years of experience in accounts receivable or related financial role.
- Proficiency in Microsoft Office Suite, particularly Excel, and experience with accounting software (e.g., QuickBooks, SAP, Oracle).
- Strong attention to detail and accuracy with the ability to prioritize and manage multiple tasks effectively.
- Excellent communication and interpersonal skills with the ability to interact professionally with clients and internal stakeholders.
- Knowledge of accounts receivable principles and practices, including understanding of billing and collections processes.
- Ability to work independently and collaboratively in a team environment.

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit 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.