

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: DOE

Employment status: Contract / Temporary

Description

Robert Half is seeking a detail-oriented and experienced Accounts Receivable Specialist for an exciting contract to permanent opportunity. This position provides a unique opportunity to contribute to our financial success during a specified engagement.

Responsibilities:

- **Invoicing:** Prepare and send accurate and timely invoices to customers, ensuring compliance with contract terms and company policies.
- **Payment Processing:** Receive and post customer payments, accurately applying funds to outstanding invoices and reconciling discrepancies.
- **Customer Relations:** Communicate with customers regarding outstanding balances, payment inquiries, and billing disputes in a professional and courteous manner.
- **Billing Support:** Collaborate with internal departments to resolve issues related to invoicing, billing, and collections.
- **Aging Reports:** Maintain accounts receivable aging reports, monitoring and addressing past-due accounts.
- **Collections:** Initiate collection calls or emails to follow up on overdue accounts and negotiate payment arrangements.
- **Reconciliation:** Perform account reconciliations to ensure accurate recording of customer transactions and account balances.
- **Cash Application:** Accurately record and apply incoming payments, including checks, electronic transfers, and credit card payments.
- **Documentation:** Organize and maintain accounts receivable records, both electronically and in hard copy, in compliance with company and regulatory requirements.
- **Reporting:** Prepare and distribute regular reports on accounts receivable status, including outstanding balances and collection efforts.

Requirements

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- **Education:** A high school diploma or equivalent is required. An associate's degree in accounting, finance, or a related field is preferred.
- **Experience:** At least 2 years of experience in accounts receivable or a similar finance role. Prior experience in an accounts receivable specialist role is an advantage.
- **Software Proficiency:** Proficiency in accounting software (e.g., QuickBooks, SAP, etc.) and experience with spreadsheet applications (e.g., Microsoft Excel or Google Sheets).
- **Attention to Detail:** Exceptional attention to detail to ensure the accuracy of financial data and documentation.
- **Organizational Skills:** Excellent organizational and time-management skills to handle multiple tasks and meet deadlines.
- **Communication Skills:** Effective verbal and written communication skills for professional interaction with team members, customers, and management.
- **Customer Service:** Strong customer service skills and a customer-centric approach to resolving issues.
- **Integrity:** Demonstrates high ethical standards and handles sensitive financial information with confidentiality.
- **Team Player:** Collaborates effectively with cross-functional teams and contributes positively to the team's success.

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.

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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.