

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 \$20.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is seeking an Accounts Receivable (A/R) Clerk. There is a quickly growing accounting team looking for a candidate to join them who is interested in great career growth potential and a great benefits package. On an average day, the Accounts Receivable Clerk will enter, post and reconcile batches, research and resolve customer A/R issues, prepare aging report, place billing and collection calls, maintain cash receipts journal, update, and reconcile sub-ledger to G/L. Since the Accounts Receivable Clerk will handle 200+ invoices a week, they must be a self-starter with high attention to detail. This is a long-term contract / temporary to hire Accounts Receivable Clerk position and is based in the Fayetteville, Arkansas area.

Key responsibilities

- Process payments and compile segments of monthly closings and annual reports in compliance with GAAP
- Corroborate documents and codes
- Present information, as requested to shippers, customers, the sales/marketing department and other stakeholders
- Balance bank accounts, posting and balancing financial data in a number of different ledgers
- Assist in setting up payment plans; contact clients to help resolve payment issues
- Represent and exude the values, culture, and mission of the organization
- Execute a number of foundational accounting tasks in agreement with normal procedures, including general accounting tasks
- Identify delinquent customer accounts through various means, e.g. skip-tracing, written correspondence, phone contact, and making arrangements for payment

Requirements

- Accounts Receivable (AR) experience
- Cash Activity experience
- Foundational knowledge in Cash Collections
- Knowledge of bank reconciliations
- Established analytical skills in basic accounts receivable and accounting policy
- Dependability in Microsoft Office with strong Excel skills in particular
- Knowledgeable of ERP systems
- AA or BS/BA degree in Accounting or related field
- Attention to detail and ability to follow standard procedures is a requirement
- 2+ years of relevant experience in accounts receivable

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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.