

Accounting 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: \$20.00 to \$25.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is actively looking to hire a determined Accounting Clerk for a recognized company. The main tasks of the Accounting Clerk will be assisting in the process of Accounts Payable (A/P) and Accounts Receivable (A/R), matching invoices to purchase orders and/or vouchers, and general forms of data entry. Put your talents to the test in an environment that offers you excellent benefits, a great work space/office, and a great career advancement opportunity. This is a long-term contract / temporary to hire employment based in the Danvers, Massachusetts area.

What you get to do every day

- Order documents that require knowledge in determining proper classification of accounting codes and expenditure codes
- Help Accounts Payable: A/P invoice matching & filing, vendor invoices and disbursement filing
- Produce statements and reports that require utilization of a wide range of sources
- Harmonize discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required
- Upload financial information to journals and ledgers
- Companywide accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Assist Accounts Receivable: process daily invoices/credit, apply cash receipt, and help with collection of past due balance

Requirements

- Spreadsheet and ERP system experience is ideal, but not required
- AA or BS/BA in Accounting or related field preferred
- Ability to multitask and attention to detail are critical

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.