

## Accounts Receivable Specialist

**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:** \$27.71 to \$32.09 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

RH is looking to help a client based out of Waltham MA on a temp to perm basis. This is a hybrid role and is available asap. Must have 2+ years of AR experience for this role. Please see below for the responsibilities.

- Prepare and issue invoices to customers or clients in compliance with company policies and regulatory requirements.
- Monitor and track customer payments, ensuring they are received on time and posted accurately in the accounting system.
- Contact customers with outstanding balances to follow up on overdue payments and resolve any payment issues.
- Reconcile accounts receivable records with financial statements to ensure accuracy and completeness.
- Maintain organized and up-to-date records of all AR transactions, including customer communication and payment history.
- Investigate and resolve discrepancies or disputes related to invoices and payments, working closely with internal teams and customers.
- Generate and analyze accounts receivable aging reports to identify delinquent accounts and take appropriate actions.
- Build and maintain positive relationships with customers while addressing their AR-related inquiries or concerns.
- Ensure compliance with accounting standards, industry regulations, and company policies related to accounts receivable.

### Requirements

Accounts Receivable (AR), Oracle, QuickBooks, Collecting Payments, Overdue Payments

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](https://roberthalf.gobenefits.net) for more information.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

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