

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: \$21.85 to \$25.30 hourly

Employment status: Contract / Temporary to Hire

Description

We might have an Accounts Receivable (A/R) Clerk job for you, if you are self-starting and detail-oriented! This is a long-term contract / contract to permanent Accounts Receivable Clerk position and is based in the Greenville, South Carolina area. Robert Half is partnering with a growing Construction/Contractor company who is seeking an Accounts Receivable (A/R) Clerk to join the accounting team. On an average day, the Accounts Receivable Clerk will perform tasks like entering, posting, and reconciling batches, as well as researching and resolving customer A/R issues, preparing aging report, placing billing and collection calls, maintaining cash receipts journal, updating, and reconciling sub-ledger to G/L. This position is for candidates who are looking for career growth potential, and who are capable of processing 200+ invoices per week.

What you get to do every day

- Identify delinquent customer accounts through various means, e.g. skip-tracing, written correspondence, phone contact, and making arrangements for payment
- Settle bank accounts, posting and balancing financial data in a variety of ledgers
- Complete a wide range of basic accounting tasks in accordance with standard procedures, including general accounting tasks
- Process payments and compile segments of annual reports and monthly closings in compliance with GAAP
- Assist in setting up payment plans; contact clients to help resolve payment issues
- Corroborate documents and codes
- Support, communicate, and reinforce the mission, values and culture of the organization
- Provide information, as requested to shippers, customers, the sales/marketing department and other stakeholders

Requirements

- Proficiency in Microsoft Office with strong Excel skills
- 2+ years of relevant experience in accounts receivable
- Attentive, ability to work independently and prioritize tasks
- Billing experience
- Collections experience preferred
- Accounts Receivable (AR) experience
- Knowledgeable of ERP systems
- Strong analytical skills in basic accounts receivable and accounting policy
- AA or BS/BA degree in Accounting or related field desired

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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.