

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: \$19.00 to \$20.00 hourly

Employment status: Contract / Temporary to Hire

Description

Are you an Accounting Clerk looking to join a well-respected organization? An Accounting Clerk is needed by a department to support its daily operations. This position is available through Robert Half. The Accounting Clerk position seeks an experienced candidate in the following tasks: matching invoices to purchase orders/ vouchers, data entry, and assisting with Accounts Payable (A/P) and Accounts Receivable (A/R). We offer a dynamic, team-oriented workspace, great benefits, and future career advancement opportunity. This is a long-term contract / temporary to hire position based in the Richmond, Virginia area.

Your responsibilities

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

Requirements

- Data entry, document management, file creation and previous records experience required
- Accounts Payable (AP) experience
- Deep understanding of account reconciliation
- Bank reconciliations experience preferred
- Accounts Receivable (AR) experience required
- Numeric data entry experience
- Ability to handle multiple tasks to prioritize needs and expedite tasks upon request
- Prior experience in Spreadsheet and ERP system
- AA or BS/BA in Accounting or related field preferred

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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.