

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 \$22.00 hourly
Employment status: Contract / Temporary to Hire

Description

At Robert Half, there's a terrific opportunity for an experienced Accounts Receivable (A/R) professional to join a dynamic, up-and-coming organization. You 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. If you are looking for a company that offers great career growth potential and an impressive benefits package, this could be a great match for you. This is a long-term contract / temporary to hire Accounts Receivable Clerk position and is based in the Virginia Beach, Virginia area.

Your responsibilities

- Reconcile bank accounts, posting and balancing financial data in different ledgers
- Corroborate documents and codes
- Contact clients to help resolve payment issues; assist in setting up payment plans
- Perform a variety of basic accounting tasks in accordance with standard procedures, including general accounting tasks
- Process payments and compile segments of monthly closings and annual reports in compliance with GAAP
- Support, communicate, and reinforce the mission, values and culture of the organization
- Provide information, as requested to the sales/marketing department, shippers, customers, and other stakeholders
- Review status of delinquent accounts daily and initiate collection action by contacting customers

Requirements

- Efficient in ERP systems
- Attention to detail and demonstrated ability to follow standard procedures is a requirement
- Strong familiarity with B2B collections
- Accounts Receivable (AR) experience required
- Account reconciliation experience
- Analytical skills in basic accounts receivable and accounting policy
- AA or BS/BA degree in Accounting or related field
- Proficiency in Microsoft Office with strong Excel skills
- 2+ years of relevant experience in accounts receivable

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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.