

## 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:** \$18.21 to \$21.09 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is currently working with a local business in Northwest Houston, we are looking for a diligent and detail-oriented Accounts Receivable Specialist to come and help out the team for 4-6 months. The ideal candidate will have proven experience in managing all aspects of accounts receivables, conducting credit checks, effectively handling tax forms, and providing audit support.

#### Responsibilities:

1. Manage and execute all aspects of full-cycle accounts receivable.
2. Perform client credit checks for risk assessment and credibility analysis.
3. Accurately fill necessary tax forms.
4. Provide necessary data and support during audits as required.
5. Maintain and update customer files, including name or address changes, mergers, or mailing attentions.
6. Monitor customer account details for non-payment, delayed payments, and other irregularities.
7. Research and resolve payment discrepancies.

### Requirements

#### Requirements:

1. Bachelor's degree in Finance, Accounting, or related field (preferred).
2. Proven work experience as an Accounts Receivable Specialist or similar role within accounting.
3. Solid understanding of basic accounting principles, fair credit practices, and collection regulations.
4. Proficient in MS Office (especially Excel) and accounting software.
5. High degree of accuracy and attention to detail.
6. Strong analytical skills and ability to work independently.
7. Excellent communication, negotiation, and customer service skills.

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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.**