

## 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 \$19.00 hourly  
**Employment status:** Contract / Temporary

### Description

Are you seeking employment at a well-respected organization as an Accounting Clerk? Robert Half has an employment opportunity for a candidate seeking an Accounting Clerk position at a department in need of support, this role is based in the Casa Grande, Arizona area.

- Interact with customers via email, telephone, and in-person; provides outstanding customer service by communicating in an courteous, effective and professional manner
- Processes payments via walk-in customers, drop box, and mail
- Reconciles and processes payment uploads, to include e-lockbox, lockbox, auto draft, automated clearing house and online credit card payments
- Receives and processes department deposits by counting and verifying amounts tendered, verifying that amounts reported on the coversheet reconcile to the attached sales or point of sales summaries
- Maintains control and security over assigned cash drawers; reconciles and balances amounts tendered, closes and posts cash and payment batches, counts down drawers, and prepares consolidated deposits, according to established policies and procedures
- Accepts new applications for sewer, sanitation, water, and business licenses; reviews for accuracy and completeness; ensures supporting documentation is obtained and collect deposits and fees, as appropriate
- Receives address, account, service change, and payment arrangement requests, ensure information is complete and accurate, process or forward to the appropriate party
- Assists with collections of severely delinquent accounts, to include making contact with customers and drafting payment arrangements and skip tracing un-locatable customers, as requested
- Performs administrative tasks to include opening, sorting, and distributing Finance Department mail; maintaining and ordering office supplies; assisting with the management of file storage and production areas; maintaining work spaces, front desk and lobby areas to include maintaining postings, brochures and official notices
- Performs other duties as assigned or required.

### Requirements

- MS Office Suite experience
- Strong familiarity with data entry
- Ability to multitask and attention to detail are critical

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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.**