

Billing 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: \$21.38 to \$24.75 hourly
Employment status: Contract / Temporary

Description

If you're looking for a new career and finance piques your interest, check out this exciting firm's Billing Analyst opportunity. In this Billing Analyst position, you will analyze bills and compile data into spreadsheets and accounting software. This Billing Clerk is only open to candidates willing to work in the Eagan, Minnesota area. Robert Half is seeking ambitious individuals with strong organizational skills and a high level of attention to detail and accuracy to join a focused and motivated team. Contact us today to find out more.

What you get to do every single day

- Review, process, and evaluate bills or invoices for services rendered
- Evaluate billing documents and other data for accuracy and completeness, obtain missing or correct data when necessary
- Operate closely with other functional teams to certify data consistency and excellence
- Institute financial procedures and controls

If you are interested, please reach out to Emily Haan at 952-882-9399 and click the APPLY NOW button to submit your resume for immediate consideration.

Requirements

- 3+ years of experience in a related role
- Strong familiarity with Billing Functions
- Earlier work involving Excel VBA
- Billing Collection experience required
- Quality experience with Statement Reconciliations
- Billing experience
- Billing software experience preferred
- General familiarity with Ledger Reconciliations
- Hands-on experience with Cash Collections
- Well-founded grasp of cash reconciliations
- Previous experience working with Accounts Receivable (AR)
- Wide ranging experience with Excel Formulas
- Good understanding of Microsoft Excel
- Practical knowledge of reconciliations
- Skills in Accounts receivables systems

- Experience with Collections management
- Experience with Billing Statements
- Proven knowledge of bank reconciliations
- Comprehension of Aging Accounts
- Prior experience with Collections management
- Efficient in spreadsheets, internet applications and ERP systems
- Excellent data entry skills
- Bachelor's (BA/BS) degree in accounting or finance- Ability to effectively interact, verbally and in writing

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.