

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: \$15.00 to \$16.00 hourly
Employment status: Contract / Temporary

Description

Are you looking to contribute your skills at a well-respected organization as an Accounting Clerk? Robert Half has an open position for an Accounting Clerk to support the daily operations of a department. The Accounting Clerk will match invoices to purchase orders/ vouchers, data entry, and assist 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 position based in the Indianapolis, Indiana area.

Key responsibilities

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

Requirements

- AA or BS/BA in Accounting or related field preferred
- Spreadsheet and ERP system experience recommended
- Ability to multitask and attention to detail are critical
- Solid understanding of data entry
- Strong familiarity with Accounts Payable (AP)
- Knowledge of numeric data entry
- Accounts Receivable (AR) experience preferred
- Check processing experience highly desired

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.

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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.