

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: \$18.05 to \$20.90 hourly
Employment status: Contract / Temporary

Description

Robert Half is searching for a talented Accounting Clerk for an admired organization. The primary responsibilities of the Accounting Clerk will be assisting in the process of Accounts Payable (A/P) and Accounts Receivable (A/R), matching invoices to purchase orders and/or vouchers, and general forms of data entry. Become an integral part of the team in an environment that offers you excellent benefits, a great work space/office, and a great career advancement opportunity. This is a short-term contract / temporary employment opportunity based in the Santa Clara, California area.

Key responsibilities

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

Requirements

- Ability to enter data into various electronic systems while maintaining the integrity and accuracy of the data
- Accounts Payable (AP) experience
- Solid understanding of Microsoft Outlook
- Be able to prioritize workload and perform in a fast-paced and challenging environment
- AA or BS/BA in Accounting or related field preferred
- Spreadsheet and ERP system experience is ideal, but not required

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 puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

© 2022 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.