

## 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 \$22.00 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Are you an Accounting Clerk looking to join a well-respected organization? Robert Half is looking for an Accounting Clerk to support a department. The Accounting Clerk responsibilities will include matching invoices to purchase orders/ vouchers, data entry, and assisting 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 to hire position located in the Cupertino, California area.

Your responsibilities in this role

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

### Requirements

- Ability to multitask and communicate effectively with individuals of all backgrounds
- AA or BS/BA in Accounting or related field preferred
- Data entry, document management, file creation and previous records experience required
- Spreadsheet and ERP system experience suggested
- 1+ years of relevant experience
- Microsoft Excel experience required
- Strong familiarity with Full Cycle Accounting
- Microsoft Excel experience desired

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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.

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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.**