

## Accounts Receivable 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:** \$25.65 to \$29.70 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is seeking an Accounts Receivable (A/R) Clerk. If you're looking for great career growth potential and a great benefits package, you might be the right candidate for this quickly growing accounting team. Candidates who are able to enter, post and reconcile batches, research and resolve customer A/R issues, prepare aging report, place billing and collection calls, maintain cash receipts journal, update, and reconcile sub-ledger to G/L will be most fit for this position. In this Accounts Receivable Clerk position, you will need to be a self-starter with high attention to detail, in order to succeed at handling 200+ invoices a week. This is a long-term contract / temporary Accounts Receivable Clerk position and is based in the El Granada, California area.

### Responsibilities

- Communicate information, as requested to shippers, customers, the sales/marketing department and other stakeholders
- Identify delinquent customer accounts through various means, e.g. skip-tracing, written correspondence, phone contact, and making arrangements for payment
- Square bank accounts, posting and balancing financial data in diverse ledgers
- Confirm documents and codes
- Help resolve payment issues by contacting clients, assist in setting up payment plans
- Take care of payments and compile segments of monthly closings and annual reports in compliance with GAAP
- Execute a number of foundational accounting tasks in agreement with normal procedures, including general accounting tasks
- Be an ambassador of the mission, values, and culture of the organization

### Requirements

- Skilled with ERP systems
- 1+ years of relevant experience in accounts receivable
- Proven analytical skills in basic accounts receivable and accounting policy
- High attention to detail and possesses excellent organizational and writing skills
- Billing Functions experience preferred
- Deep understanding of Credit Card Payments
- Accounts Receivable (AR) experience desired
- General proficiency in Microsoft Word and Microsoft Excel preferred
- AA or BS/BA degree in Accounting or related field 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.**