

## 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:** \$23.35 to \$27.04 hourly  
**Employment status:** Contract / Temporary to Hire

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### Description

Robert Half is seeking an Accounts Receivable (A/R) Clerk.

#### Key responsibilities

- Help resolve payment issues by contacting clients, assist in setting up payment plans
- Provide information, as requested to the sales/marketing department, shippers, customers, and other stakeholders
- Verify codes and documents
- Perform a variety of basic accounting tasks in accordance with standard procedures, including general accounting tasks
- Sort out payments and compile segments of monthly closings and annual reports in compliance with GAAP
- Balance bank accounts, posting and balancing financial data in a number of different ledgers
- Be an ambassador of the mission, values, and culture of the organization
- Pinpoint delinquent customer accounts through various means, including skip-tracing, phone contact, written correspondence, and make arrangements for payment

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### Requirements

- Knowledgeable of ERP systems
- Attentive, ability to work independently and prioritize tasks
- Strong analytical skills in basic accounts receivable and accounting policy
- 2+ years of relevant experience in accounts receivable
- AA or BS/BA degree in Accounting or related field desired
- Knowledge of JDE EnterpriseOne
- Cash Handling experience desired
- General proficiency in Microsoft Word and Microsoft Excel preferred

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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.**