

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/15/2024



94545

Hayward, CA, 94545

Billing 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: \$18.00 to \$22.00 hourly

Employment status: Contract / Temporary to Hire

Description

Candidates looking to develop a career in finance as a Billing Clerk will be interested in this position, if they have strong attention to detail, and a knack for prioritizing and organizing their workloads. Robert Half has a Billing Clerk opportunity available with a flourishing company so call today if you're a motivated detail oriented eager to get your career off the ground. In this Billing Clerk position, you will review bills and perform data entry into spreadsheets and accounting software. If you are based in the Hayward, California area, you'll be interested in this long-term contract / contract / temporary to permanent Billing Clerk opportunity.

Key responsibilities

- Construct financial procedures and controls
- Operate closely with other functional teams to certify data consistency and excellence
- Evaluate billing documents and other data for accuracy and completeness, obtain missing or correct data when necessary
- Review, evaluate, and process bills or invoices for services rendered

Requirements

- Billing experience preferred
- Foundational knowledge in customer invoices
- Coding Invoices experience
- Adeptness in QuickBooks
- Microsoft Excel experience highly desired
- Data entry experience
- Bachelor's degree in accounting or finance
- Thorough understanding of spreadsheets, internet applications and ERP systems
- Excellent verbal, written, and social communication skills

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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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