

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/25/2024



94301
Palo Alto, CA, 94301

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: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary

Description

If you are organized and pay close attention to details, Robert Half has an excellent opportunity as a Billing Clerk. This opening is based in the Palo Alto, California area and is a long-term contract / temporary Billing Clerk opportunity. As a Billing Clerk, your daily duties will consist of reviewing bills and compiling data into spreadsheets and accounting software. If you are a self-starter looking to build your career, this may be the Billing Clerk job for you.

How you will make an impact

- Analyze billing documents and other data for accuracy and completeness, obtain missing or correct data when necessary
- Function side-by-side with other teams to achieve data quality and consistency
- Establish financial controls and procedures
- Review, process, and evaluate bills or invoices for services rendered

Requirements

- Outstanding data entry skills
- Bachelor's degree in accounting or finance
- Excellent verbal and written communication skills
- Ability to work with spreadsheets, internet applications and ERP systems
- 3+ years of experience in a related role
- Accounts Payable (AP) experience
- Proficiency in customer invoices
- Comprehensive knowledge of Accounts Receivable (AR)

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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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