

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: \$17.85 to \$20.67 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking an Accounts Receivable (A/R) Clerk. The accounting team is growing quickly and is looking for someone interested in great career growth potential and a great benefits package. If you 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, you are a good fit for this position. Candidates who are self-starters and who have high attention to detail will be the best fit for this Accounts Receivable Clerk position, since they will handle 200+ invoices a week. This is a short-term contract / temporary Accounts Receivable Clerk position and is based in the Hayward, California area.

Your responsibilities

- Communicate, reinforce, and support the values, culture, and mission of the organization
- Locate delinquent customer accounts through various means, e.g. skip-tracing, phone contact, written correspondence, and make arrangements for payment
- Balance bank accounts, posting and balancing financial data in a number of different ledgers
- Take care of payments and compile segments of monthly closings and annual reports in compliance with GAAP
- Corroborate documents and codes
- Perform a variety of basic accounting tasks in accordance with standard procedures, including general accounting tasks
- Provide information, as requested to shippers, customers, the sales/marketing department and other stakeholders
- Contact clients to help resolve payment issues; assist in setting up payment plans

Requirements

- AA or BS/BA degree in Accounting or related field
- Attention to detail and demonstrated ability to follow standard procedures is a requirement
- 2+ years of relevant experience in accounts receivable
- Reliable skills in Microsoft Office with excellent Excel skills
- Proven analytical skills in basic accounts receivable and accounting policy
- Efficient in ERP systems
- Account reconciliation experience desired
- Command of Accounts Receivable (AR)
- Deep understanding of billing
- Microsoft Excel experience

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.