

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



94070  
San Carlos, CA, 94070

## 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:** \$26.60 to \$30.80 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is actively looking for a proactive Billing Clerk who has excellent organizational skills. This opening is based in the San Carlos, California area and is a short-term contract / temporary Billing Clerk opportunity. In this Billing Clerk position, you will review bills and perform data entry 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.

What you get to do every day

- Review, process, and evaluate bills or invoices for services rendered
- Establish financial controls and procedures
- Work closely with other functional teams to ensure data quality and accuracy
- Obtain missing or correct data when necessary, after evaluating billing documents and other data for accuracy and completeness

### Requirements

- Excellent oral and written communication skills
- Mac Computers experience
- NetSuite experience
- Microsoft Excel experience desired
- Service Desk experience
- 1+ years of experience in a related role
- Completely competent in working with spreadsheets, internet applications and ERP systems
- Bachelor's (BA/BS) degree in accounting or finance- Excellent data entry 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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**This Job Posting will expire in 10 days.**

