

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: \$22.16 to \$25.66 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is seeking an Accounts Receivable (A/R) Clerk. There is a job opening with great career growth potential and a great benefits package in this quickly growing accounting team. The Accounts Receivable Clerk will 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. Since the Accounts Receivable Clerk will handle 200+ invoices a week, they must be a self-starter with high attention to detail. This is a long-term contract / temporary to hire Accounts Receivable Clerk position and is based in the Hayward, California area.

How you will make an impact

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

Requirements

- Attentive, ability to work independently and prioritize tasks
- 2+ years of relevant experience in accounts receivable
- Strong analytical skills in basic accounts receivable and accounting policy
- AA or BS/BA degree in Accounting or related field preferred
- Knowledgeable of ERP systems
- Solid understanding of Accounts Receivable (AR)
- SAP experience required
- Strong familiarity with Microsoft Excel

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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.