

## Accounting 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 to Hire

### Description

Are you looking to work at a well-respected organization as an Accounting Clerk? Robert Half has an employment opportunity for a candidate seeking an Accounting Clerk position at a department in need of support. The Accounting Clerk tasks will consist of matching invoices to purchase orders/ vouchers, data entry, and assisting with Accounts Payable (A/P) and Accounts Receivable (A/R). We offer a dynamic, team-oriented workspace, great benefits, and future career advancement opportunity. This is a short-term contract / temporary to hire employment based in the San Jose, California area.

What you get to do every day

- Companywide accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Aid Accounts Payable: A/P invoice matching & filing, vendor invoices and disbursement filing
- Report financial facts to journals and ledgerst
- Assemble statements and reports that require utilization of a variety of sources
- Group documents that require knowledge in determining proper classification of accounting codes and expenditure codes
- Remedy discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required
- Assist Accounts Receivable: help with collection of past due balance, process daily invoices/credit, and apply cash receipt

### Requirements

- Experience with high volume data entry
- Spanish Language experience preferred
- QuickBooks experience
- Account reconciliation experience
- Command of Accounts Payable (AP)
- Accounts Receivable (AR) experience
- Skilled in Spreadsheet and ERP system
- 3+ years of relevant experience
- Ability to multitask and communicate well with individuals of all backgrounds
- AA or BS/BA in Accounting or related field preferred

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.

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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.**