

## Accounts Receivable Specialist

**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. Great career growth potential and a great benefits package are available to candidates interested in joining 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. If you are a self-starter with high attention to detail, you are likely to be successful at handling 200+ invoices a week at this Accounts Receivable Clerk position. This is a long-term contract / temporary Accounts Receivable Clerk position and is based in the East Palo Alto, California area.

#### Your responsibilities

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

### Requirements

- Strong analytical skills in basic accounts receivable and accounting policy
- 2+ years of relevant experience in accounts receivable
- Great attention to detail
- AA or BS/BA degree in Accounting or related field desired
- Command of Microsoft Office with strong Excel skills
- Accounts Receivable (AR) experience desired
- Strong familiarity with QuickBooks
- Knowledge of billing
- ERP system 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.

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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.**