

## 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:** \$23.75 to \$27.50 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is in need of an Accounting Clerk to work in the Hospitality industry, whose duties will be matching invoices to purchase orders/ vouchers, data entry, and assisting with Accounts Payable (A/P) and Accounts Receivable (A/R). This is a long-term contract / temporary position located in the Santa Clara, California area. Do you thrive in an energetic, team-oriented environment? Then this career advancing opportunity could be for you. This is with an organization that has quickly become well-respected for its business practices.

Your responsibilities in this role

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

### Requirements

- 2+ years of relevant experience
- AA or BS/BA in Accounting or related field preferred
- Experience with high volume data entry
- Ability to multitask, collaborate and communicate well with individuals of all backgrounds in a fast-paced environment
- Accounts Payable (AP) experience
- Spreadsheet and ERP system experience recommended

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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.**