

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

Description

There is an Accounts Receivable (A/R) Clerk job opening for someone who is self-starting and detail-oriented. This is a long-term contract / temporary Accounts Receivable Clerk position and is based in the Mountain View, California area. As part of their duties, 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. A strong candidate for this job will be looking for career growth potential, and be capable of processing 200+ invoices per week.

Your responsibilities in this role

- Verify codes and documents
- Carry out an assortment of basic accounting tasks in accordance with standard procedures, including general accounting tasks
- Represent and exude the values, culture, and mission of the organization
- Present information, as requested to shippers, customers, the sales/marketing department and other stakeholders
- 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
- Settle bank accounts, posting and balancing financial data in a variety of ledgers
- Process payments and compile segments of annual reports and monthly closings in compliance with GAAP

Requirements

- Comprehensive knowledge of Accounts Receivable (AR)
- Skilled with ERP systems
- Demonstrated analytical skills in basic accounts receivable and accounting policy
- AA or BS/BA degree in Accounting or related field desired
- 2+ years of relevant experience in accounts receivable
- Attentive, ability to work independently and prioritize tasks
- Dependability in Microsoft Office with strong Excel skills in particular

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