

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/25/2024



94403
San Mateo, CA, 94403

Legal Billing 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 has a fulfilling opportunity for a Billing Clerk who can be described as organized and meticulous. This Billing Clerk opening is with an organization in the San Mateo, California area and is a short-term contract / temporary position. In this Billing Clerk position, you will review bills and perform data entry into spreadsheets and accounting software. Are you a hard-worker looking to expand your background and experiences? If so, this may be the Billing Clerk role for you.

Responsibilities

- Analyze billing documents and other data for accuracy and completeness, obtain missing or correct data when necessary
- Construct financial procedures and controls
- Review, process, and evaluate bills or invoices for services rendered
- Work closely with other functional teams to ensure data quality and accuracy

Requirements

- Proficiency in electronic billing
- Billing System experience required
- Solid understanding of billing
- Strong expertise in spreadsheets, internet applications and ERP systems
- Accurate, swift, data entry abilities
- Bachelor's degree in accounting or finance
- 3+ years of experience in a related role
- Ability to effectively interact, verbally and in writing

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