

Accounts Receivable 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: \$21.38 to \$24.75 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking an Accounts Receivable (A/R) Clerk. If you're looking for great career growth potential and a great benefits package, you might be the right candidate for this quickly growing accounting team. Candidates who are able to 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 will be most fit for this position. The Accounts Receivable Clerk will handle 200+ invoices a week, so we are seeking candidates who are self-starters, with high attention to detail. This is a long-term contract / temporary Accounts Receivable Clerk position and is based in the Sunnyvale, California area.

What you get to do every day

- Balance bank accounts, posting and balancing financial data in a number of different ledgers
- Review status of delinquent accounts daily and initiate collection action by contacting customers
- Confirm documents and codes
- Support, communicate, and reinforce the mission, values and culture of the organization
- Offer information to shippers, customers, the sales/marketing department and other stakeholders
- Help resolve payment issues by contacting clients, assist in setting up payment plans
- Process payments and compile segments of monthly closings and annual reports in compliance with GAAP
- Perform a variety of basic accounting tasks in accordance with standard procedures, including general accounting tasks

Requirements

- Experience with ERP systems
- Proficiency in Microsoft Office with strong Excel skills
- 1+ years of relevant experience in accounts receivable
- Strong analytical skills in basic accounts receivable and accounting policy
- Accounts Receivable (AR) experience desired
- AA or BS/BA degree in Accounting or related field
- Attention to detail and demonstrated ability to follow standard procedures is a requirement

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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.