

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: \$22.98 to \$26.61 hourly
Employment status: Contract / Temporary

Description

Looking for a new career? If finance piques your interest, there is an opening for a Billing Clerk at an exciting firm. As a Billing Clerk, you will be responsible for reviewing bills and compiling data into spreadsheets and accounting software. This Billing Clerk opening might be right for you if you're looking for work in the Burlingame, California area! Robert Half is seeking ambitious individuals with strong organizational skills and a high level of attention to detail and accuracy to join a focused and motivated team. Contact us today to find out more.

Key responsibilities

- Analyze billing documents and other data for accuracy and completeness, obtain missing or correct data when necessary
- Review, evaluate, and process bills or invoices for services rendered
- Function side-by-side with other teams to achieve data quality and consistency
- Construct financial procedures and controls

Requirements

- Prior experience working with spreadsheets, internet applications and ERP systems
- Strong communication skills and able to receive criticism well
- 2+ years of experience in a related role
- Billing experience desired
- Proven knowledge of Microsoft Excel
- Customer service experience preferred
- Code Invoices experience preferred
- Experience with Sage Intacct
- Deep understanding of Annual Physical Inventory
- Excellent data entry skills
- Bachelor's (BA/BS) degree in accounting or finance

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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.