

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 to Hire

Description

Robert Half is looking to hire an Accounting Clerk for an admired company. The main responsibilities of the Accounting Clerk will include but not be limited to assisting in the process of Accounts Payable (A/P) and Accounts Receivable (A/R), matching invoices to purchase orders and/or vouchers, and general forms of data entry. Come play a vital role in an environment that offers you excellent benefits, a great work space/office, and a great career advancement opportunity. This is a long-term contract / temporary to hire employment based in the Los Altos, California area.

Responsibilities

- Overall accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects
- 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
- Assemble documents that require knowledge in determining proper classification of accounting codes and expenditure codes
- Contribute to Accounts Receivable: help with collection of past due balance, process daily invoices/credit, and apply cash receipt
- Help Accounts Payable: A/P invoice matching & filing, vendor invoices and disbursement filing
- Assemble statements and reports that require utilization of an array of sources
- Report financial facts to journals and ledgerst

Requirements

- AA or BS/BA in Accounting or related field preferred
- US GAAP experience desired
- Ability to multitask effectively
- Spreadsheet and ERP system experience is a plus
- Accurate, swift, data entry abilities

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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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