

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: \$28.50 to \$33.00 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. In this Billing Clerk position, the selected candidate will be reviewing bills and entering data into spreadsheets and accounting software. If you're looking for work in the South San Francisco, California area, this Billing Clerk opening might be right for you! 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.

Your responsibilities

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

Requirements

- Thorough understanding of spreadsheets, internet applications and ERP systems
- Data entry, document management, file creation and previous records experience required
- 1+ years of experience in a related role
- Administrative Assistance experience desired
- Expertise in billing
- Deep understanding of Accounts Payable (AP)
- Strong communication skills, both verbally and in writing
- Bachelor's 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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