



is now hiring!

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: \$27.71 to \$32.09 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking an Accounts Receivable (A/R) Clerk for a contracted position. This is a tech team with free lunch daily, order whatever you want! 401k match for permanent employees. If you are feeling stressed, massages and yoga are offered weekly onsite to assist with decompression. This is a fast-paced team environment. They are looking for a vibrant and detail-oriented person to ensure little to no mistakes are made. If you are a self-starter with high attention to detail, you are likely to be successful at handling 450+ invoices a week at this Accounts Receivable Clerk position. This is a long-term contract / temporary Accounts Receivable Clerk position and is based in the Foster city, CA.

What you get to do every day

- Offer information to shippers, customers, the sales/marketing department and other stakeholders
- Square bank accounts, posting and balancing financial data in diverse ledgers
- Identify delinquent customer accounts through various means, e.g. skip-tracing, written correspondence, phone contact, and making arrangements for payment
- Execute a number of foundational accounting tasks in agreement with normal procedures, including general accounting tasks
- Compile segments of monthly closings and annual reports and take care of payments in compliance with GAAP
- Contact clients to help resolve payment issues; assist in setting up payment plans
- Verify documents and codes
- Support, communicate, and reinforce the mission, values and culture of the organization

Requirements

- 2+ years of relevant experience in accounts receivable
- AA or BS/BA degree in Accounting or related field preferred
- Customer invoices experience preferred (75-100/day)
- Familiarity with Microsoft Excel
- Accounts Receivable (AR) experience
- NetSuite experience desired
- Knowledgeable of ERP systems
- Analytical skills in basic accounts receivable and accounting policy
- Great attention to detail
- Proficiency in Microsoft Office

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.

