

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: \$25.65 to \$29.70 hourly

Employment status: Contract / Temporary to Hire

Description

Are you an Accounting Clerk looking to join a well-respected organization? Robert Half is looking for an Accounting Clerk to support a department. The Accounting Clerk responsibilities will include matching invoices to purchase orders/ vouchers, data entry, and assisting with Accounts Payable (A/P) and Accounts Receivable (A/R). We offer a dynamic, team-oriented workspace, great benefits, and future career advancement opportunity. This is a long-term contract / temporary to hire position located in the San Jose, California area.

What you get to do every day

- General accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Produce statements and reports that require utilization of a variety of sources
- Upload financial information to journals and ledgers
- Assist Accounts Receivable: process daily invoices/credit, apply cash receipt, and help with collection of past due balance
- Organize documents that require knowledge in determining proper classification of expenditure codes and accounting codes
- 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
- Assist Accounts Payable: vendor invoices and disbursement filing, A/P invoice matching & filing

Requirements

- Spreadsheet and ERP system experience recommended
- AA or BS/BA in Accounting or related field preferred
- Ability to multitask and attention to detail are critical
- Deep understanding of Accounts Receivable (AR)
- Comprehensive knowledge of QuickBooks
- Spanish Language experience
- Account reconciliation experience highly desired
- Command of Accounts Payable (AP)
- Accurate, swift, data entry abilities
- 3+ years of relevant experience

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.