

## 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:** \$23.75 to \$27.50 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is seeking an Accounts Receivable (A/R) Clerk. The accounting team is growing quickly and is looking for someone interested in great career growth potential and a great benefits package. On an average day, the Accounts Receivable Clerk will enter, post and reconcile batches, research and resolve customer A/R issues, prepare aging report, place billing and collection calls, maintain cash receipts journal, update, and reconcile sub-ledger to G/L. If you are a self-starter with high attention to detail, you are likely to be successful at handling 200+ invoices a week at this Accounts Receivable Clerk position. This is a short-term contract / temporary Accounts Receivable Clerk position and is based in the San Jose, California area.

How you will make an impact

- Contact clients to help resolve payment issues; assist in setting up payment plans
- Pinpoint delinquent customer accounts through various means, including skip-tracing, phone contact, written correspondence, and make arrangements for payment
- Carry out an assortment of basic accounting tasks in accordance with standard procedures, including general accounting tasks
- Represent and exude the values, culture, and mission of the organization
- Take care of payments and compile segments of monthly closings and annual reports in compliance with GAAP
- Corroborate documents and codes
- Provide information, as requested to the sales/marketing department, shippers, customers, and other stakeholders
- Reconcile bank accounts, posting and balancing financial data in various ledgers

### Requirements

- Analytical skills in basic accounts receivable and accounting policy
- Knowledgeable of ERP systems
- 2+ years of relevant experience in accounts receivable
- Accounts Receivable (AR) experience
- Microsoft Excel experience desired
- General proficiency in Microsoft Word and Microsoft Excel preferred
- Strong attention to detail
- AA or BS/BA degree in Accounting or related field preferred

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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.**