



is now hiring!

Billing Clerk
<p>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.</p> <p>Salary range: \$14.00 to \$16.00 hourly</p> <p>Employment status: Temporary</p>
<p>Description</p> <p>If finance piques your interest, start your new career as a Billing Clerk for an exciting firm. As a Billing Clerk, you will be required to review bills and perform data entry into spreadsheets and accounting software. Accountemps 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.</p> <p>How you will make an impact as the Billing Clerk:</p> <ul style="list-style-type: none">- Review, process, and evaluate bills or invoices for services rendered- Assess billing documents and other data for accuracy and completeness, tracking down missing or correct data when necessary- Construct financial procedures and controls- Work closely with other functional teams to ensure data quality and consistency
<p>Requirements</p> <ul style="list-style-type: none">- Data entry, document management, file creation and previous records experience required- Strong proficiency with spreadsheets, internet applications and ERP systems- Bachelor's (BA/BS) degree in accounting or finance- Strong communication and social skills- Billing experience- Knowledge of Microsoft Excel
<p>Accountemps, a Robert Half Company, matches skilled accounting and finance professionals with remote or on-site jobs on a temporary and temporary-to-hire basis. Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.</p> <p>When you work with us, you're working with the best. Robert Half has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.</p> <p>Questions? Call your local office at 1.888.490.3195. 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.com/benefits for more information.</p> <p>© 2020 Accountemps. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use www.roberthalf.com/terms-of-use.</p> <p>Apply Here For Job Posting</p>

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.