



is now hiring!

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: \$14.25 to \$16.50 hourly Employment status: Temp to Hire
Description	
<p>Do you want to work for an exciting firm? You could start a new career as a Billing Clerk, if finance piques your interest. As a Billing Clerk, you will be responsible for reviewing bills and compiling data into spreadsheets and accounting software. Please only apply to this Billing Clerk position if you are looking for work in the Charlotte, North Carolina area. 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 in the Industrial Cleaning Companies industry. Contact us today to find out more.</p>	
Major responsibilities	
<ul style="list-style-type: none">- Construct financial procedures and controls- Assess billing documents and other data for accuracy and completeness, tracking down missing or correct data when necessary- Work closely with other functional teams to ensure data quality and consistency- Review, process, and evaluate bills or invoices for services rendered	
Requirements	
<ul style="list-style-type: none">- 1+ years of experience in a related role- Practical knowledge of Microsoft Excel- Billing Functions experience preferred- Quality experience with Microsoft Excel- Billing experience desired- Proven knowledge of Monthly Billing- Earlier work involving Peachtree Accounting Software- Experience with Correct Billing- Billing Statements experience- Billing Collection experience- Well-founded grasp of Resolve Billing- Wide ranging experience with Peachtree Sage- General familiarity with Accounts Receivable (AR)- Bachelor's (BA/BS) degree in accounting or finance- Excellent data entry skills- Prior experience working with spreadsheets, internet applications and ERP systems- Excellent verbal and written communication skills	
<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.gobenefits.net/ 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>	
Apply Here For Job Posting	

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

This Job Posting will expire in 10 days.