

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/15/2024



94402
San Mateo, CA, 94402

Accounting Specialist

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: \$22.16 to \$25.66 hourly
Employment status: Contract / Temporary

Description

Local Non Profit in San Mateo, CA is seeking support within their Accounting department. This role is about 6 months in length and will have a focus in Accounts Payable, reconciliation, & compliance support. If you are available immediately for temporary/contract work opportunities, please apply today!

Main Duties:

- Verifies all information on all incoming purchase requests to ensure these requests are authorized by the appropriate supervisor
- Assist Junior Accountant in reviewing all incoming invoices and compares them with purchase orders to ensure accuracy.
- Perform monthly bank reconciliation & adjust journal entries
- Collecting, verifying and posting inventory records
- Perform other duties as assigned & necessary

Requirements

QUALIFICATIONS:

- Bachelor degree in Accounting, Finance, Business Management or related degree preferred
- Strong accounting skills, including familiarity with regulated fund accounting and ability to apply accounting theory and processes in daily practice.
- Working knowledge of full-cycle bookkeeping.
- Strong organizational skills, the ability to monitor and prioritize workload and meet strict deadlines.
- Proficiency in Microsoft Office applications.
- Knowledge of accounting software such as Sage/MIP preferred.

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