

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/19/2024



94080  
South San Francisco, CA, 94080

## Accounting Assistant

**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:** \$29.45 to \$34.10 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is looking for an Accounting Assistant to join a fast-growing company. The Accounting Assistant will support the accounting and finance departments by performing bookkeeping and accounting tasks. Responsibilities of the Accounting Assistant include collecting payments, invoicing customers, drafting financial documents, and reconciling bank records. Do you have a high level of attention to detail and accuracy? Then this is the Accounting Assistant opportunity for you!

Your responsibilities in this role

- Support administrative duties as necessary
- Help with editing and creating financial documents for the Accounting team
- Analyze financial budgets and track expenses
- Work with incoming and outgoing funds to reconcile financial books
- Own the bookkeeping processes of the company
- Engage with clients as necessary via email and phone
- Own daily accounting duties such as Accounts Receivable, Accounts Payable, and payroll, payroll tax filings, booking journal entries, reconciling credit card and bank account

### Requirements

- Bachelor's Degree in Accounting or a related field of study preferred
- Intermediate knowledge of spreadsheet and reporting applications
- 1+ years of experience working in accounting
- Exceptional time management and verbal and written communication skills
- High attention to detail as well as critical thinking and problem-solving skills
- Bookkeeping experience preferred

Do you possess the right skills for this role and are available to start right away? If so, we want to hear from you. Contact us today!

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.**