

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/13/2024



95131
San Jose, CA, 95131

Accounts Payable 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: \$20.00 to \$24.00 hourly
Employment status: Contract / Temporary

Description

Our rapidly growing client in South Bay is seeking a talented AP Clerk candidate who can join their team! Training will be provided for this position and this is a great role for anyone looking to gain accounting experience. This position is contract-to-hire and is looking to start immediately.

Expectations of the role:

- Maintain a large number of vendor accounts while staying in compliance with company policies and procedures
- Perform monthly reconciliations
- Process check requests and expense reports on a regular basis
- Accurately review, code, and process vendor invoices
- Perform data entry associated with accounts payable and other administrative duties such as organize, register, scan, and file invoices, checks, and other documents
- Review and reconcile invoice discrepancies
- Audit and process credit card bills

Requirements

- Bachelor's degree in accounting, finance, or related field a plus
- Knowledge of basic accounting principles
- Experience in QuickBooks a huge plus

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