

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



95131
San Jose, CA, 95131

Accounting 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 \$25.00 hourly
Employment status: Contract / Temporary to Hire

Description

Our client is seeking a talented Accounting Clerk who can provide accounting and clerical assistance to their accounting department. This position is contract-to-hire and is looking to start immediately.

Expectations:

- Typing accurately, preparing and maintaining accounting documents and records
- Preparing bank deposits, general ledger postings and statements
- Reconcile accounts and bank statements by comparing statements with the general ledger in a timely manner
- Daily enter key data of financial transactions in database
- Maintains accounting records by making copies and filing documents

Requirements

- Bachelor's degree in accounting, finance, or related field a plus
- Knowledge of basic accounting principles
- Organization, attention to detail, productivity, and dependability
- Experience in QuickBooks a huge plus

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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[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.