

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/15/2024



95054
Santa Clara, CA, 95054

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: \$22.00 to \$30.00 hourly
Employment status: Contract / Temporary to Hire

Description

Accounting Clerk

Essential Responsibilities:

- Oversee customer aging reports weekly and collection of past due balance
- Process billing including generating and processing weekly and monthly customer invoices
- Process incoming check payments from AR customers and prepare daily check deposits
- Respond to customer inquiries and correspondence
- Handling daily banking activity
- Collect subcontractor and supplier releases
- Organize payroll data into spreadsheets and payroll system
- Assist processing weekly payroll
- Reconciling and balancing general ledger accounts
- Prepare journal entries as assigned
- Support month-end and year-end processes
- Perform various job duties as assigned by the controller

Qualifications:

- 1-2 years accounting experience
- Proficiency with Microsoft Office required
- Attention to detail and ability to proactively resolve issues
- Ability to handle and prioritize multiple tasks
- Ability to organize and plan responsibilities
- Excellent verbal and written communication skills
- Driven to improve processes and increase efficiency

Requirements

Experience:

- Accounting: 1 year (Required)

Education:

- Highschool Diploma (Required)
- Bachelor's Degree (Preferred)

Location: Santa Clara, CA

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