

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/19/2024



95131  
Santa Clara, CA, 95131

## Bookkeeper

**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:** \$25.00 to \$29.00 hourly  
**Employment status:** Contract / Temporary

### Description

Our client in the Santa Clara area is looking for talented Bookkeeper to join their expanding accounting department. This position is expected to be temporary for 5 months minimum with the possibility to extend!

- Recording day to day financial transactions and completing the posting process
- Verifying that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
- Bringing the books to the trial balance stage
- Reconciliation of entries into the accounting system
- Prepare financial reports by collecting, analyzing, and summarizing account information
- Accounts Receivable invoices, reviewing payments received and record deposits

### Requirements

- Data entry skills
- Basic accounting knowledge
- High attention to detail
- Experience with Quickbooks a plus

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