

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



95112
San Jose, CA, 95112

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: \$26.00 to \$31.00 hourly
Employment status: Contract / Temporary to Hire

Description

Our client, one of the largest commercial property management firms, is in need for a temporary-to-hire Accounts Payable Clerk to join their team for a minimum of 6 months! This is a great opportunity working for a great company that appreciates its employees, and where you will be challenged by working in fast paced and high volume environment. Although contract to start, will go contract-to-hire for the candidate that is a right fit!

As the Accounts Payable Clerk, you will be responsible for processing over 300 invoices per week, coding invoices to the GL, submitting to the corporate office weekly, maintaining contact with the clients, following up on the status of payments, answering the phones to provide excellent customer service, and data processing.

The ideal Accounts Payable Clerk will have previous Accounts Payable experience, Yardi experience is a plus, however, not required, and organized.

Requirements

High attention to detail

BS/BA or AA/AS in related field, however, open to candidates with experience

Yardi experience is a plus, but not required

Ability to work in a fast paced and high volume environment

Data entry experience in accounting is welcome

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