

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/17/2024



94540  
Hayward, CA, 94540

## 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:** DOE  
**Employment status:** Contract / Temporary

### Description

Our healthcare practice group is looking for a part-time bookkeeper with strong social skills and a collaborative work style. If you combine dynamic communication skills with a positive attitude and a professional demeanor, then you may thrive in this position.

Your responsibilities in this role:

- Develop a well-organized system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures
- Maintain accounts by verifying, allocating, and posting transactions
- Balance accounts by reconciling entries
- Maintain and balance general ledger
- Maintain quality historical records by filing documents
- Prepare financial reports by collecting, analyzing, and summarizing account information
- Craft Accounts Receivable invoices, reviewing payments received and record deposits

If interested in this opportunity, please apply today!

### Requirements

Qualifications that we're looking for:

- BS Degree in Accounting, Finance or Business Administration
- 2+ years related work experience as a bookkeeper
- Experience using accounting software
- Experience in a healthcare setting

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