Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/29/2024

Robert Half®
is now hiring!

94404
Foster City, CA, 94404

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: $30.09 to $34.84 hourly
Employment status: Contract / Temporary

Description

Come join our accounting team of 12. You will be an Accounting assistant/clerk supporting 2 senior accountants. Getting approvals and assisting with the day to day functions. This is 100% onsite with no opportunity to work remotely but with that comes hands on experience. Gain experience working with a government entity and see if this fits you! If this is you or you are interested in learning more, apply now!

Responsibilities

- Assemble documents that require knowledge in determining proper classification of accounting codes and expenditure codes

- Collaborate with Accounts Receivable: process daily invoices/credit, apply cash receipt, and help with collection of past due balance

- Aid Accounts Payable: vendor invoices and disbursement filing, A/P invoice matching & filing

- Broadcast financial information to journals and ledgers

- Settle discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required

- Companywide accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects

- Assemble statements and reports that require utilization of an array of sources

---

Requirements

- AA or BS/BA in Accounting or related field preferred

- Prior knowledge in Spreadsheet and ERP system

- 2+ years of relevant experience

- Ability to multitask, collaborate and communicate well with individuals of all backgrounds in a fast-paced environment

- Expertise in Expense Reimbursements

- Strong familiarity with Accounts Payable (AP)

- Comprehensive knowledge of journal entries

- Posting Payments experience preferred

- Experience with data entry

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.