

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/28/2024



95131  
San Jose, CA, 95131

## 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:** \$20.00 to \$24.00 hourly  
**Employment status:** Contract / Temporary

### Description

Our rapidly growing client in South Bay is seeking a talented AP Clerk candidate who can join their team! Training will be provided for this position and this is a great role for anyone looking to gain accounting experience. This position is contract-to-hire and is looking to start immediately.

Expectations of the role:

- Maintain a large number of vendor accounts while staying in compliance with company policies and procedures
- Perform monthly reconciliations
- Process check requests and expense reports on a regular basis
- Accurately review, code, and process vendor invoices
- Perform data entry associated with accounts payable and other administrative duties such as organize, register, scan, and file invoices, checks, and other documents
- Review and reconcile invoice discrepancies
- Audit and process credit card bills

### Requirements

- Bachelor's degree in accounting, finance, or related field a plus
- Knowledge of basic accounting principles
- Experience in QuickBooks a huge plus

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