

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/29/2024



95131
San Jose, CA, 95131

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: \$20.00 to \$25.00 hourly
Employment status: Contract / Temporary to Hire

Description

Our client is seeking a talented Accounting Clerk who can provide accounting and clerical assistance to their accounting department. This position is contract-to-hire and is looking to start immediately.

Expectations:

- Typing accurately, preparing and maintaining accounting documents and records
- Preparing bank deposits, general ledger postings and statements
- Reconcile accounts and bank statements by comparing statements with the general ledger in a timely manner
- Daily enter key data of financial transactions in database
- Maintains accounting records by making copies and filing documents

Requirements

- Bachelor's degree in accounting, finance, or related field a plus
- Knowledge of basic accounting principles
- Organization, attention to detail, productivity, and dependability
- Experience in QuickBooks a huge plus

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