

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



95131
San Jose, CA, 95131

Accounts Receivable Specialist

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 \$30.00 hourly
Employment status: Contract / Temporary to Hire

Description

Our client has an immediate opening for a skilled Accounts Receivable Specialist to join their San Jose team. This position is a full-time contract role with the opportunity to convert based on performance.

Duties:

- Maintain bookkeeping databases and spreadsheets, updating information as needed
- Communicate with previous clients and customers to request payment and arrange payment plans
- Monitor accounts receivable aging report to ensure timely customer payments while communicating with managers to ensure overdue invoices are addressed with customer
- Create reports and balance sheets that document overall profits and losses
- Assist in reconciling vendor invoices and accurately distributing costs among customers for invoicing purposes
- Assist in gathering and compiling data to generate monthly revenue reports as well as other reports relevant to accounts receivable

Requirements

- Bachelor's degree with in Economics, Accounting, or related field preferred
- 2+ years AR/Accounting experience
- Experience in any ERP a huge plus

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