

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/14/2024



95131
San Jose, CA, 95131

Entry Level Accounting

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: \$19.00 to \$23.00 hourly

Employment status: Contract / Temporary to Hire

Description

Our client is seeking a talented entry level 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. We are open to seeing recent graduates with little to no experience for this role as training will be provided!

- Maintaining records of assets and liabilities.
- Updating accounts payable.
- Assisting in balancing sheets and income statements.
- Assisting with reviewing income and expenses.
- Preparing regular reports.
- Assisting with other accounting-related duties.

Requirements

- Demonstrate an excellent understanding of financial and accounting principles
- BS in Finance, Accounting, or a related field
- Proficient in Quickbooks a plus!

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