

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



95131  
San Jose, CA, 95131

## Full Charge Bookkeeper

**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:** \$33.00 to \$38.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

We have partnered with a client in San Jose in the tech industry who is seeking a talented Full Charge Bookkeeper who can start immediately! This position is looking to convert from contract to full time depending on performance.

#### Summary of Responsibilities:

- Assist accounting with month end closing cycle, bank reconciliations and journal entries
- Reconciling the company's bank statements and bookkeeping ledgers
- Provide reporting on projections, budgets, and board presentations
- Charges expenses to accounts and cost centers by analyzing invoice/ expense reports; recording entries
- Enter payables and maintain an up-to-date system
- Prepare payroll including pay/commission/reimbursements, and payroll reports are filed accurately and on time

### Requirements

- Professional demeanor and excellent attention to detail and accuracy in entering financial data
- 3+ years of experience in bookkeeping and payroll processing
- Experience in SAP

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