

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



94080

South San Francisco, CA, 94080

Accounting Assistant

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: \$23.75 to \$25.00 hourly
Employment status: Contract / Temporary

Description

Education client is in need of temporary/contract support with clerical needs within the finance & accounting department. You will report to the Accounting Manager. This role is onsite daily (Monday to Friday 8am - 4:30pm) and will go for about 3 months in length. You will also be considered for full-time employment if you would like to join the organization!

What you get to do:

Support all accounting clerical duties. This can include:

- Filing
- Data entry of invoices into the accounts payable module (San Mateo county accounting software called CCEC - will train)
- Scanning
- Organizational projects

Opportunities for growth:

Our client can train in invoice coding, reviewing against purchase orders, bank reconciliations, and/or journal entries

Requirements

You are:

- Highly interested in a career in accounting (recent graduates in accounting are encouraged to apply!)
- Have intermediate to advanced Excel
- Accounting terminology knowledge
- Accounting software exposure is helpful (i.e. QuickBooks)

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