

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/03/2024



94538
Fremont, CA, 94538

accounts receivable 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 \$28.00 hourly
Employment status: Contract / Temporary

Description

Nonprofit organization looking for an Accounts Receivable Clerk who will

- Tracking attendance of kids enrolled in program and fees associated
- Communicating with parents regarding monthly fees and collection payments
- Communicating with 70 providers sending them invoices and collecting payments
- Intermediate excel required; no functions required but needs to be comfortable working within large datasets

Requirements

- Customer service
- Good Communication
- AR/collections experience preferred

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