

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



95118  
San Jose, CA, 95118

## Accounting 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:** \$19.00 to \$22.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is actively looking to hire a determined Accounting Clerk for a recognized company. In this position, you will be responsible for matching invoices to purchase orders and/or vouchers, assisting in the process of Accounts Payable (A/P) and Accounts Receivable (A/R), and general data entry. If you are an ambitious and focused individual, apply today and take part in an excellent benefits package, a top-notch work space/office, and an awesome career advancement opportunity. This is a long-term contract / temporary position located in the San Jose, California area.

Your responsibilities in this role

- Produce statements and reports that require utilization of a variety of sources
- Companywide accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Harmonize discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required
- Code documents that require knowledge in determining proper classification of expenditure codes and accounting codes
- Help Accounts Payable: vendor invoices and disbursement filing, A/P invoice matching & filing
- Collaborate with Accounts Receivable: process daily invoices/credit, apply cash receipt, and help with collection of past due balance
- Circulate financial information to journals and ledgers

### Requirements

- AA or BS/BA in Accounting or related field preferred
- Microsoft Excel experience desired
- Ability to multitask and communicate well with individuals of all backgrounds
- Outstanding data entry skills
- Spreadsheet and ERP system experience is ideal, but not required

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Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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