

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



95054  
Santa Clara, CA, 95054

## 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:** \$22.00 to \$30.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Accounting Clerk

Essential Responsibilities:

- Oversee customer aging reports weekly and collection of past due balance
- Process billing including generating and processing weekly and monthly customer invoices
- Process incoming check payments from AR customers and prepare daily check deposits
- Respond to customer inquiries and correspondence
- Handling daily banking activity
- Collect subcontractor and supplier releases
- Organize payroll data into spreadsheets and payroll system
- Assist processing weekly payroll
- Reconciling and balancing general ledger accounts
- Prepare journal entries as assigned
- Support month-end and year-end processes
- Perform various job duties as assigned by the controller

Qualifications:

- 1-2 years accounting experience
- Proficiency with Microsoft Office required
- Attention to detail and ability to proactively resolve issues
- Ability to handle and prioritize multiple tasks
- Ability to organize and plan responsibilities
- Excellent verbal and written communication skills
- Driven to improve processes and increase efficiency

### Requirements

Experience:

- Accounting: 1 year (Required)

Education:

- Highschool Diploma (Required)
- Bachelor's Degree (Preferred)

Location: Santa Clara, CA

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**This Job Posting will expire in 10 days.**