

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/07/2024



95131
Santa Clara, CA, 95131

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: \$25.00 to \$29.00 hourly
Employment status: Contract / Temporary

Description

Our client in the Santa Clara area is looking for talented Bookkeeper to join their expanding accounting department. This position is expected to be temporary for 5 months minimum with the possibility to extend!

- Recording day to day financial transactions and completing the posting process
- Verifying that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
- Bringing the books to the trial balance stage
- Reconciliation of entries into the accounting system
- Prepare financial reports by collecting, analyzing, and summarizing account information
- Accounts Receivable invoices, reviewing payments received and record deposits

Requirements

- Data entry skills
- Basic accounting knowledge
- High attention to detail
- Experience with Quickbooks a plus

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