

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



95131
San Jose, 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 to Hire

Description

Our client in the San Jose area is looking for an experienced Bookkeeper who can start on a temporary basis. This position is expected to be about 4 months long with the possibility to extend longer or potentially convert for the right candidate!

- 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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