

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/18/2024



94545

Hayward, CA, 94545

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: \$28.50 to \$33.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is looking to hire an Accounting Clerk, whose duties will be matching invoices to purchase orders/ vouchers, data entry, and assisting with Accounts Payable (A/P) and Accounts Receivable (A/R). This is a short-term contract to hire position based in the Hayward, California area. This position offers opportunities for career advancement and is best suitable for candidates seeking an efficient, team-oriented environment. This opportunity is with an emerging organization that is well-respected in the industry.

How you will make an impact

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

Requirements

- Prior experience in Spreadsheet and ERP system
- AA or BS/BA in Accounting or related field preferred
- Data entry experience
- Expertise in Accounts Receivable (AR)
- Accounts Payable (AP) experience desired
- Ability to multitask and attention to detail are critical

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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

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.