

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



94540
Hayward, CA, 94540

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: DOE
Employment status: Contract / Temporary

Description

Our healthcare practice group is looking for a part-time bookkeeper with strong social skills and a collaborative work style. If you combine dynamic communication skills with a positive attitude and a professional demeanor, then you may thrive in this position.

Your responsibilities in this role:

- Develop a well-organized system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures
- Maintain accounts by verifying, allocating, and posting transactions
- Balance accounts by reconciling entries
- Maintain and balance general ledger
- Maintain quality historical records by filing documents
- Prepare financial reports by collecting, analyzing, and summarizing account information
- Craft Accounts Receivable invoices, reviewing payments received and record deposits

If interested in this opportunity, please apply today!

Requirements

Qualifications that we're looking for:

- BS Degree in Accounting, Finance or Business Administration
- 2+ years related work experience as a bookkeeper
- Experience using accounting software
- Experience in a healthcare setting

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