

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



94020
Palo Alto, CA, 94020

Accounts Receivable 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 \$25.00 hourly
Employment status: Contract / Temporary

Description

A growing commercial real estate company has an excellent opportunity for an accounts receivable (A/R) professional. In this position, you will enter, post and reconcile batches, research and resolve customer A/R issues, prepare aging report, place billing and collection calls, maintain cash receipts journal, update, and reconcile sub-ledger to G/L. The team is rapidly growing into their new location and needs a self-starter to join the accounting team! You will be processing full-cycle A/P, handling 200+ invoices per week, with high attention to detail. If you are looking for a company that offers great career growth potential and an impressive benefits package, this could be a great match for you. You will begin as a contract employee with the opportunity for conversion into a full-time position.

Responsibilities

- Perform a variety of basic accounting tasks in accordance with standard procedures, including general accounting tasks at field sites, accounts payable, accounts receivables, and payroll liaison activities
- Reconcile bank accounts, posting and balancing financial data in various ledgers
- Input timesheet data
- Verify of documents and codes
- Process payments and compiling segments of monthly closings and annual reports
- Support, communicate, reinforce and defend the mission, values and culture of the organization
- Provides information as requested to shippers, customers, the sales/marketing department and other stake holder
- Collections: contact existing clients to help resolve payment issues; assist in setting up payment plans

Requirements

Skills/Qualifications

- AA or BS/BA degree in Accounting or related field
- 3+ years of relevant experience in receivable/accounts payable
- Bookkeeping experience preferred
- Strong analytical skills in basic accounts payable and accounting policy
- Detail oriented, accurate and able to multitask in a fast paced environment
- Proficiency in Microsoft Office with strong Excel skills

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