

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



94020
Palo Alto, CA, 94020

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: \$22.00 to \$25.00 hourly
Employment status: Contract / Temporary

Description

A well respected, growing service organization is looking to hire an accounting clerk. In this role, you will be responsible for matching invoices to purchase orders and/or vouchers, data entry and assisting in the process of accounts payable (A/P) and accounts receivable (A/R). This dynamic team environment offers you a great work space/office, excellent benefits and great career advancement opportunity. This position reports to the accounting manager.

Responsibilities

- Support accounts payable: vendor invoices and disbursement filing, A/P invoice matching & filing
- Support accounts receivable: process daily invoices/credit, apply cash receipt, help with collection of past due balance
- General accounting and administration support: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Correct transaction documents, which may require revision of other documents or entries as well as the original; may initiate other actions
- Code documents that require knowledge in determining proper classification of expenditure codes and accounting codes.
- Prepare statements and reports that require utilization of a variety of sources
- Post financial information to journals, registers, and ledgers, manually or by electronic equipment
- Reconcile discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required
- Assist in budgetary control by monitoring budgets and originating or verifying adjustments and transfers
- Perform other related duties and participate in special projects as assigned

Requirements

Skills/Experience

- AA or BS/BA in Accounting preferred
- Excellent data entry skills
- Strong knowledge of Microsoft Excel and SAP are preferred
- Ability to multi-task and attention to detail are critical
- Entry-level considered

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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.