

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



95050  
Santa Clara, CA, 95050

## 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.**