

Junior Staff Accountant

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: \$33.00 to \$36.00 hourly
Employment status: Contract / Temporary

Description

Our client, a growing and customer focused distribution company in Burlingame, is seeking a Junior Staff Accountant (onsite – 40 hours) to support Accounts Payable and Accounts Receivable functions under directions of a Senior Accountant. This is a company that prides itself in creative a fostering team environment. Apply Today!

As the Junior Staff Accountant, you will process full cycle Accounts Receivable and Accounts Payable transactions efficiently and provide in a timely and accurate manner, internal management information for the financial activity of the company. Collaborate with the sales team to provide an excellent customer service experience to customers.

Here is what you get to do:

Accounts Payable

- Establish and maintain vendor relationships
- Expense & material Invoice entry
- Timely recording of business transactions
- Validate invoices and post to proper GL account
- Convert receipt of material into payable
- Review and process expense reports
- Collaborate with purchasing to ensure accurate pricing
- Freight chargeback to the sales team
- Cash disbursement / Vendor relationship management
- Prepare and process all credit card payments to vendors
- Process check requests and support check runs
- Audit and process credit card bills
- Provide timely responses to vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- W9 Maintenance & Review Financials
- Review sub-ledger accounts for accuracy
- Audit Support / Record Keep

Accounts Receivable:

- Maximize cash inflow by timely invoicing, cash receipts, and customer relationship management
- Billing with and without freight, billing with discounts
- Invoice Batch Out
- Finance Charges
- Collaborate with the sales team to ensure accurate pricing; rebill
- Cash Receipts, process customer credit card payments
- Prepare bank deposits
- Receive, post & code customer payments by recording checks, wires, & credit card transactions
- Cash collection/Customer relationship management
- Process credit applications for new customers
- Maintain resale certificates for tax-exempt customers
- Build and maintain strong customer relationships
- Review customer accounts and monitor payment activity; recommend credit limits
- Monitor AR aging reports, develop an action plan for minimizing aging receivables
- Validate account discrepancies to research and resolve issues
- Confirm RMA credits

Requirements

- 3+ years of experience
- Accounting degree is helpful

- MS Office Suite (Excel)
- Ten Key

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This Job Posting will expire in 10 days.