

Accounting Clerk

Local company in Roseville is looking for an Accounting Clerk to perform clerical duties and ensure accuracy of financial records and payroll processing. The successful candidate will be responsible for reconciling accounts payable and receivable accounts, entering payroll, invoicing clients, ensuring prompt payment of invoices and developing and maintaining a comprehensive financial filing system.

Minimum of 12 months in some sort of accounting role

Strong knowledge of MS Office and QuickBooks

Excellent communication and administrative skills

Exceptional organization and time management skills and the ability to multitask

Ability to meet all assigned deadlines

Hours are M-F 8a- 5p

Pay rate is \$13-15hr

Benefits include 2 weeks of sick time and full medical after first 90 days.

Please let me know your thoughts or if you have any candidates.