

Part Time Accounting Clerk for Engineering Firm!

Description:

Part time Accounting Clerk needed!

Our client in Scripps Ranch is in need of an entry level accounting clerk! This engineering company is seeking a general office clerk that will also assist with accounting functions. This is a temporary to full-time position with part time, flexible hours. The hours for this position will total about 20 per week Monday through Friday. The primary responsibilities of this position are to support the office manager, accounting manager, operations manager, and the engineering department. The tasks will include all general office functions, some very light accounting, editing documents, uploading documents, and organizing office files. This position is part time in nature with the chance to expand in the future. This company handles all accounting data entry into QuickBooks; an exposure to QuickBooks is a plus but not mandatory. Any general office clerks looking for a part time opportunity that are comfortable learning accounting functions should apply online at <http://www.accountemps.com> or send resumes directly to Martin at martin.maltsberger@roberthalf.com!

Requirements:

Basic Office Skills, Basic Records Maintenance, Basic Order Entry, Basic Numeric 6,000-8,000 kph, Basic Mail Processing, Basic Files, Basic FAX, Basic E-Mail, Basic Data Entry Alphanumeric, Basic Copying, Basic Microsoft Excel, Basic SAP, Basic QuickBooks, Basic Microsoft Outlook.

Accountemps, a Robert Half company, is the world's leader in specialized temporary financial staffing. We provide exciting temporary, temporary-to-hire and project opportunities in the areas of accounting, bookkeeping, finance and more. Our proven proprietary processes, along with our relationships in more than 345 locations worldwide, allow us to quickly match skilled professionals with the best temporary accounting and finance jobs. Through our parent company, Robert Half, we've been successfully matching professionals with employers since 1948. In addition we offer competitive pay, challenging careers and assignments with excellent opportunities for full-time employment.

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All applicants applying for U.S. job openings must be authorized to work in the United States. All applicants applying for Canadian job openings must be authorized to work in Canada.

Equal Opportunity Employer M/F/Disability/Vet

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