



**Van Nuys WorkSource Center. 15400 Sherman Way, #140 Van Nuys, CA 91406
Canoga Park WorkSource Center. 21010 Vanowen St. Canoga Park, CA 91303**

Accounting clerk position CA11120085

Responsibilities:

- *Set up and maintain accounts payable files, financial records, and vendor files.
- * Review invoices and check requests; sort and match invoices and check requests
- * Set invoices up for payment.
- * Reconcile payments.
- * Prepare analysis of accounts.
- * Monitor accounts to ensure payments are up to date
- * Resolve invoice discrepancies.
- * Correspond with vendors and respond to inquiries.
- * Produce monthly reports and assist in month end closing
- *Contribute positively to the overall impression of the company and its associates.
- * Accounts Receivable reconciliation.
- *payroll entry and audit

Qualifications:

- *2-3 years experience in an accounting, bookkeeping, or comparable environment.
- *An intimate knowledge of Quickbooks Enterprise Edition 2010.
- *Understanding of standard accounting practices.

Specific Skills Required:

- *Strong verbal, written, and presentation skills.
- *Exceptional phone skills.
- *Ability to work with a wide variety of individuals including global corporations, government organizations, homeowners, and insurance agents.
- *Strong sense of ownership.
- *Self-starter with a high level of initiative and attention to detail.
- *Excellent organizational skills.
- *Ability to manage multiple projects, set priorities, and meet deadlines.
- *Familiarity with all standard office software and equipment.
- *Team player.

Wages: 15.00 + DOE

Send Resume to: Leonardbarrales@arboret.com

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