

MJO Staffing

MJO Staffing is seeking the following candidates.

Accounting Clerk Pay rate: \$15.00 - \$17.00

MJO Staffing is searching for an Accounting Clerk. Must be able to perform general clerical duties to support accounting department. Duties may include accounts payable, accounts receivable, filing, data entry, follow-ups, etc.

Matches purchase orders, receivers and invoices in a timely manner and forwards package to corporate for payment.

Reconciles invoice discrepancies to purchase order and/or receivers and obtains proper approvals.

Records rejected materials from suppliers and requests credit notes as necessary.

Helps build monthly A/P manual accrual by reviewing the non-processed receivers/invoices.

Answers inquiries from vendors about payment situation.

Files all documentation pertaining to the payable and receiving functions.

Daily reconciliation of the worked hours declared on the work orders and those clocked in time attendance system and clarify inconsistencies with supervisors in a timely manner.

Coordinate resolution of all discrepancies that prevents a proper transfer of direct labor to the WIP account at month end.

Compiles daily statistics to assist Plant Controller with related special projects as required.

Data entry of billing invoices.

Follow all 5S department procedures which include but are not limited to; keeping floors clean of oil and debris, returning tools to proper locations, organize part pans, and performs other housekeeping duties.

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