



**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](mailto:Leonardbarrales@arboret.com)

This WIA Title I program/event is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities and must be received 72 hours prior to the event. Please contact for auxiliary only: (818) 596-4115, [mandelgado@arboret.com](mailto:mandelgado@arboret.com) and TTY/TDD (818) 596-4155