



ALKAR
Human Resources

Current Administrative / Clerical Opportunities

Please note that positions vary from day to day. Please call us for more details!

Video Operator – Fairfield (TEMP)

Operation of video equipment, including cameras, integrated production/broadcast system, editing, lighting and sound systems, tape dubbing, assisting in production of government access programming, liaison to cable franchise's technical staff, assist with installation of government access equipment, equipment maintenance. Pay \$26-\$27/hr.

Payroll Specialist – Benicia (TEMP TO HIRE)

Will process weekly payroll, run garnishment check requests, handle expenses for weekly employees, pay payroll taxes, journal entries, pay car allowances, pay term checks, stock vest posting, bonus payouts, verification of employment. Pay \$28-\$30/hr.

Accounts Payable Specialist – Solano County

Will review and account for company credit card transactions for 200+ cards, review and verify invoice and check requests, enter and upload invoices into the accounting system, perform check runs, collect vendor releases, research and resolve invoice discrepancies, meet AP month end deadlines and prepare invoice accruals, support for audits.

Administrative Assistant – Solano County

We have several clients looking for part-time and full-time candidates to work in Solano County. Administrative assistants handle general office tasks and administrative duties, such as directing communications between colleagues and customers, organizing schedules and events, entering data, bookkeeping, maintaining office equipment and front desk duties.

Customer Service Representative- Solano County

Our client is looking for energetic and knowledgeable candidates who can deliver the best overall customer service. Will develop excellent working relationships with customers, order taking, order entry, quoting and estimating new or existing products, track progress of orders, communicate with shipping and delivery times to customers, resolve customer complaints, and proactively reach out to customers to drive business. Pay is \$18/hr.

Accounting Clerk – Solano County

Candidate will use bookkeeping databases, spreadsheets and software to post financial transactions, receive and record vouchers, cash and checks, enter debits and credits accurately, produce a variety of reports and balance sheets. Check for accuracy in reports, figures and postings, reconcile and report discrepancies, accounts payable and accounts receivable.

Email your resume to: TeamAlkar@1alkar.com

Visit our website : www.1alkar.com

(707) 421-0110

UPDATE: 6/29/2022