



Job Description

Position Title: Junior Accounting Clerk

Location: Valencia, California (Onsite)

Department: Finance

Reports To: Accounting Manager

Salary Range: \$24.00–\$25.00 per hour

FLSA Status: Non-Exempt

Employment Type: Full-Time

About H2scan Corporation

H2scan was founded in 2002 and is headquartered in Valencia, California. The company helps customers meet safety, regulatory, and process control requirements in mission-critical industries such as energy, utilities, petrochemical, fuel cell, and gas distribution.

H2scan provides highly accurate, durable, and cost-effective continuous hydrogen sensors used for monitoring industrial processes that generate or use hydrogen (H₂), including transformer condition monitoring. The company holds more than 33 patents, and its products are sold in over 50 countries.

Job Description

The Junior Accounting Clerk performs a variety of accounting and administrative support duties, including accounts payable, accounts receivable, billing, data entry, and recordkeeping.

This role ensures the accuracy of financial information by processing transactions, maintaining organized records, reconciling vendor statements, and supporting the accounting team in day-to-day operations.

The ideal candidate is detail-oriented, highly organized, and motivated to learn and grow within the accounting profession.

Essential Responsibilities

- Process and accurately enter accounting transactions, including accounts payable, accounts receivable, billing, and journal entries.
- Record invoices and accounting transactions to the appropriate general ledger accounts.
- Review invoices, billing statements, purchase orders, and supporting documentation for completeness and accuracy.
- Reconcile vendor statements and research and resolve invoice and payment discrepancies.
- Prepare and maintain accounting files and support documentation for transactions.
- Assist with payment processing and monitor outstanding accounts.
- Distribute accounting reports and other financial documentation as directed.
- Maintain accurate electronic and paper filing systems.
- Assist with month-end closing activities and account reconciliations.



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- Respond professionally to vendor and internal employee inquiries regarding invoices and payments.
- Assist with mail distribution, answering telephones, and other administrative duties as needed.
- Perform other related duties as assigned.

Required Skills and Abilities

- Strong attention to detail and organizational skills.
- Ability to accurately and efficiently enter financial data into accounting systems.
- Basic understanding of accounting principles and bookkeeping practices.
- Basic mathematical and analytical skills.
- Ability to prioritize tasks and meet deadlines.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Experience with accounting or ERP software, preferably with Epicor
- Demonstrates integrity and maintains confidentiality of financial information.
- Demonstrates a willingness to learn, grow professionally, and take on increasing responsibilities within the accounting function.

Education and Experience

- Minimum two (2) years of experience in accounting, bookkeeping, accounts payable, or general office administration required.
- Associate degree in Accounting, Finance, or Business Administration preferred, or
- Bachelor's degree with relevant coursework, internship experience, or equivalent experience
- Bookkeeping or accounting certifications are a plus.

Physical Requirements

- Prolonged periods of sitting and working at a computer.
- Must be able to lift up to 15 pounds

Benefits

- Health Insurance benefits
- 401(k)
- Life insurance
- Family leave (paternal, maternal)
- Three weeks of paid vacation per year
- Paid sick days
- FSA/HSA

Equal Opportunity Employer

H2scan is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.