

Accounting Clerk

The Accounting Clerk will provide financial, clerical, and administrative services. In addition, the Accounting Clerk will perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable and accounts receivable transactions.

- ✓ Accounts Payable:
 - Process, code, & record A/P invoices
 - Prepare invoices for bi-monthly check issuance.
 - Track vendor insurance certificates, requesting updated certificates, as necessary.
 - Set up & manage A/P vendors, maintain W9 forms when applicable.
 - Copy, file, and retrieve materials for accounts payable, as needed.
 - Prepare documents for yearly insurance audit.

- ✓ Accounts Receivable
 - New project creation and maintenance.
 - Record monthly in-house expenses.
 - Prepare, post, verify, and record customer payments and transactions related to accounts receivable.
 - Create invoices according to company practices; submit invoices to customers.
 - Maintain and update customer files, including name or address changes, mergers, or mailing attentions.
 - Identify delinquent accounts by reviewing files, prepare weekly aging breakdown report.
 - Review new client contracts for insurance requirements and request certificates as required.
 - Copy, file, and retrieve materials for accounts receivable as needed.

- ✓ Other Duties as assigned:
 - Assist with Receptionist duties.
 - Assist with proposals, job creation and correspondence as needed.
 - Perform other related duties as assigned.

- ✓ Required Skills:
 - Associate Degree in Accounting and/or 2-3 yrs. Bookkeeping experience.
 - Good customer service skills.
 - Microsoft Office skills (Excel, Word, Outlook).
 - Experience with accounting software.
 - Strong organizational skills, be able to prioritize, self-motivated, & detail-oriented.
 - Valid driver's license.

- ✓ Job Type: Part Time

- ✓ Benefits: Paid Time Off, Paid Holidays