

Accounting Clerk

Compensation: Hourly based on experience

Employment type: Full-time

We are looking for a skilled Accounting Clerk to perform a variety of accounting, bookkeeping and financial tasks.

Accounting Clerk responsibilities include keeping financial records updated, preparing reports and reconciling bank statements. You will also run accounting software programs to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts. A successful accounting assistant should be familiar with all accounting procedures and have a flair for numbers.

Ultimately, a successful Accounting Clerk will ensure that the company's daily accounting functions run accurately and effectively.

Responsibilities

- Type accurately, prepare and maintain accounting documents and records
- Prepare general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily - Enter key data of financial transactions in database
- Provide assistance and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws

Requirements

- Proven accounting experience, preferably as an Accounts receivable clerk or Accounts payable clerk
- Familiarity with bookkeeping and basic accounting procedures
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail

- Aptitude for numbers
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills
- Well organized
- High school degree
- Associate degree or relevant certification is a plus