

Accounting Clerk

Job Summary

Responsible for providing accounting support to accounting supervisors and other managers within the department. Keys daily worksheets to the general ledger system, ensures files are complete and maintained as needed, handles accounts payable duties, and assists accounting personnel.

Primary responsibilities - The Accounting Clerk performs a variety of general accounting support tasks in an accounting department including:

- Perform accounting and clerical functions to support supervisors.
- Verifying the accuracy of invoices and other accounting documents or records.
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). Enters data into computer system using defined computer programs (SAP)
- Compile data and prepare a variety of reports.
- Reconciles records with internal company employees and management, or external vendors or customers.
- Investigates questionable data.
- Research, track, and resolve accounting problems.
- Recommends actions to resolve discrepancies.
- Compile and sort invoices and checks.
- Issue checks for accounts payable.
- Place checks in envelopes and mail out.
- Record business transactions and key daily worksheets to the general ledger system.
- Record charges and refunds.
- Support accounting personnel.
- Input type vouchers, invoices, checks, account statements, reports, and other records.
- Provide front desk customer service.
- File and tally deposits.
- Work with adding machines, calculators, databases and bank accounts.
- Match invoices to work orders.
- Process bills for payment.
- Open mail and match payments to invoices.

- Arrange for money to be delivered to bank.
- Utilize computer systems to run databases, pay bills and order supplies.
- Contact individuals with delinquent accounts.
- Ensure customers accept payments or refunds.
- All other related duties, as assigned.

QUALIFICATIONS:

- High School degree or equivalent
- Competency in Microsoft applications including Word, Excel and Outlook.
- Familiarity with AccuFund Accounting Software is a plus.
- Organizational, verbal and written communication skills a must.
- Attention to detail and ability to multi-task is an asset.
- Requires 3 years experience.

PERSONAL ATTRIBUTES:

- Attention to detail and ability to multi-task is an asset.
- Good phone communications skills.
- Accuracy in daily work and other projects.
- Ability to meet communicated schedules and deadlines.
- Adherence to policies, procedures and instructions of Controller and other supervisory personnel.
- Ability to maintain good working relationships with vendors and other Matt Urban employees.
- Ability to function as a team player.