

Accounting Clerk

Are you interested in working in a rapidly growing, well-funded, small company environment where you will be on a first name basis with the c-level executives? Would you like to work for a company which focuses on US-based manufacturing, not off-shore outsourcing? Are you passionate and motivated, and looking for an opportunity to take your career to the next level?

Then we have the position for you.

In this position your primary focus includes:

Entering and processing vendor invoices

Paying invoices by verifying transaction information, scheduling and preparing disbursements, and obtaining authorization of payment

Obtaining revenue by verifying transaction information, computing charges and refunds, preparing and mailing invoices, and identifying delinquent accounts and insufficient payments

Collecting revenue by reminding delinquent accounts and notifying customers of insufficient payments

Preparing financial reports by collecting, analyzing, and summarizing account information

Maintaining account ledgers by posting account transactions

Verifying accounts by reconciling statements and transactions

Resolving account discrepancies by investigating documentation, issuing stop payments, payments or adjustments

Maintaining financial security by following internal accounting controls

Securing financial information by completing database backups

Maintaining financial historical records by filing accounting documents

Handling bi-weekly state and federal tax deposits

Qualifications: Bachelor's Degree in Accounting or equivalent experience in Accounting

Skills: Organization, Attention to Detail, Data Entry, Reporting Skills, General Math Skills, Financial Software, Analyzing Information, Written and Verbal Communication

Proficiencies: Windows, Quickbooks, Microsoft Excel