

Accounting Clerk

Title: Accounting Clerk
Department: Accounting
Status: Regular Full Time; Non-Exempt
Hours: 8:30 AM – 5:00 PM or 8:00 AM – 4:30 PM

Job Duties:

- Ensure accurate records of daily labor transactions
- Maintain daily time and attendance records to assist HR with the weekly payroll information
- Process shipping paperwork and invoicing daily
- Record cash receipts daily
- Maintain accurate records of paid and unpaid sales invoices
- Contact customers as needed to ensure timely collection of receivables from customers
- Provide timely response to customer problems or complaints
- Maintain organized documents and records for contracts, transactions, or regulatory compliance
- Maintain accurate financial and transactional data

Skills & Requirements:

- Bachelor's degree preferred and 2 years of related experience
- Associates degree and 4+ years of related experience
- Advanced knowledge for Microsoft Office products including Word, Excel, and Outlook
- Must possess excellent verbal and written communication skills
- Demonstrated acumen for solving complex problems and prioritizing workload
- Strong attention to detail
- Maintains professional demeanor in all communications
- Ability to manage multiple priorities while remaining highly effective and efficient