

Accounting Clerk

Reports to: Director of Accounting

Classification: Non-Exempt

Job Summary:

Assist the Accounting Department with daily, monthly, and yearly duties and perform general accounting and administrative tasks.

Essential Functions:

1. Code, voucher, and file invoices for payment
2. Analyze invoice discrepancies
3. Collect mail from post office box and distribute to the appropriate person
4. Adjust inventory per store correction sheets
5. Perform sorting, filing, and other general administrative tasks
6. Assist with the preparation and mailing of monthly customer statements
7. Assist with month-end and year end duties
8. Other office duties as assigned by manager

Additional Responsibilities:

Serve as a backup for accounts receivable and accounts payable duties and assist with projects when necessary. Additional responsibilities may be assigned at any given time.

Requirements:

- Organization, attention to detail, productivity and dependability
- High school degree
- Associate's degree a plus