

Job Description

Job Title: Accounting Clerk

Organizational Unit: Accounting

Accountability: Controller & Assistant Controller

Duties and Responsibilities: Specific duties include but are not limited to:

- Accounts Payable
- Accounts Receivable
- General and adjusting journal entries
- Sales Tax Remittance
- Assist with month-end close
- General accounting tasks
- Assist with filing and scanning

Skill and Educational Requirements: Previous accounting experience as well as a Bachelors degree are preferred, but not required for this position. Strong computer and Excel skills are vital. The ideal applicant will stand out by displaying the necessary attributes (listed below).

Necessary Attributes:

- Learns and retains new information faster than most
- Consistently meets or exceeds expectations
- High level of accuracy, strong attention to detail
- Requires minimal supervision
- Focused on what is best for the department/company over self
- Ability to meet deadlines and thrives in a fast-paced environment
- Proactive
- Ability to work independently
- Good communication skills
- Team player with a "can-do" attitude

Inter-Relationships: Will work mainly with members of the accounting department, but must be able to interact with and maintain positive relationships with members of all departments.

Working Conditions:

- Part-time (20-25 hours)
- Fast-paced environment
- Small, entrepreneurial, fun company culture
- Incentive trips and bonuses often granted to outstanding employees

Pay: \$15 - \$20 per hour depending on experience and ability of applicant

Please direct all resumes to Gary Johnson via email - garyj@acgcapital.com