

Job Description For: Accounting Clerk

Job Title: Accounting Clerk

General Function

Performs a range of general clerical, accounting and bookkeeping support functions in an organization.

Scope of Job

Operate as the Accountant for our Commercial Real Estate, Development and Maintenance divisions.

Major Duties and Responsibilities

- Assist in month end reporting procedures
- Process accounts payables and receivables as needed.
- Perform filing and general administrative tasks

General accounts receivable functions

- Prepare and submit customer invoices
- Code, post and receipt payments
- Prepare and coordinate deposit activities
- Perform all necessary account, bank and other reconciliations
- Monitor customer accounts for non-payment and delayed payment

General accounts payable functions

- Check, verify and process invoices
- Sort, code and enter accounts payable data
- Analyze discrepancies and unpaid invoices
- Maintain vendor files

Skills & Requirements

- Planning and organizing
- Attention to detail
- Problem-solving
- Teamwork
- Customer service orientation

Job Description For: Accounting Clerk

- Communication skill

If you are interested in the position or have any questions please email Erica Crump

(Erica@kuester.com) with your resume.

They are looking to hire someone by mid - April, so please try to turn in your resume and contact Erica Crump

AS SOON AS POSSIBLE!