

Job Title: Accounting Clerk  
Reports To: Director of Finance  
FLSA: Non-exempt  
Supervises: N/A

Qualifications: General knowledge of accounting, specifically accounts payable and accounts receivable functions, or the willingness to learn. Experience using Excel and other Microsoft Office products, QuickBooks and PeachTree.

Job Functions:

- Daily, ensure all accounting filing is complete
- Daily enter accounts payable and accounts receivable for all companies
- Daily, Record ACH payables and payments in the accounting system
- Ensure all entries for payables and payments are processed within one day of occurring, enabling accounting to rely on cash balances in general ledger.
- Daily, record cash transfers in the accounting system
- Maintain an open invoice file, reconcile weekly and monthly to accounts payable schedule
- Weekly, provide accounts payable detail and invoices to Director/Manager of Finance for payment
- Monthly, ensure all benefit payments are paid on time, properly filed and invoices and checks are provided to the benefits department.
- Develop a system to make sure all expenses are paid on time and all regular monthly bills are entered to ensure the completeness of monthly expenses before the month is closed out.
- Ensure all W-9's are received for each vendor in the system
- Work closely with the payroll tax department and perform tax payments and tax entries as requested.
- Perform other duties as assigned