



Accounting Clerk

Department:	Administration
Reports to:	Controller

Job summary

This position is responsible for day to day Accounts Payable operations and provides wide ranging accounting and financial support to the Controller. The ideal candidate will be a proactive self-starter, possess great organizational skills, and have keen attention to detail. This job requires a high level of accurate and reliable data entry. Also serve as backup administrative assistant answering incoming calls when needed.

Summary of Essential Job Functions

- AP Invoice coding, scanning and input into Sage Intacct
- Ensures vendor files and information are complete and supported by relevant W-9
- Monitor sales tax paid and/or assess use tax on required general purchases/expenditures
- Credit card reconciliations
- Answers all vendor inquiries
- Completes ad-hoc financial analysis and assistance with month-end close procedures
- Assist with fixed asset reporting/reconciliation
- Prepare analysis of accounts and reconcile activity to general ledger
- Assists with AR, deposit processing and special projects, as necessary
- AP 1099 Processing
- Job cost expense maintenance and reconciliation
- Backup administrative assistant on multi-line phone system
- Accounting projects as assigned

Education and/or Professional Experience

- Associate Degree in Accounting or Related Business Degree
- 2-3 years' experience required

Abilities Required

- Accounting
- Reading
- English-speaking
- Self-motivated
- Detail oriented
- Organizational skills
- Comfortable with computers and technology
- Must be able to see and hear, read, and write.
- Requires adaptability, analyzing, assessing, calculating, decision making, dependability, good judgment, memorizing, social skills, speaking, stress control.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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