

Job Description

Title: Accounting Clerk

Reports to: Controller

The Accounting Clerk will aid the accounting department on day to day operations. In addition to primary duties, the Accounting Clerk will aid with projects as the need arises in the accounting department.

Primary Duties & Responsibilities

- Email managers in all branches for invoice and credit card approvals
- Enter incoming checks into Accounts Receivable, email any pro forma or quote receipts to project manager
- Enter invoices and vendor deposits into Accounts Payable
- Aid in the check cutting process
- Shred sensitive documents and general waste when needed
- Maintain the flow of paper documents by scanning and electronically filing paperwork
- File physical copies of essential paperwork
- Process credit card payments
- Mail out statements to customers
- Monitor Steelcase EDI Vouchers and statements

Education and Experience

- Two years of accounting experience is not necessary, but highly encouraged
- Proficient skill using Microsoft Word and Excel required