

JOB DESCRIPTION

Job Title	Accounts Clerk		
Department	Corporate Services		
Reports To	Vice President Corporate Services		
Direct Reports	0		
<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Hourly	
<input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Salaried	

Job Purpose
The Accounts Clerk is responsible for accounts payable and accounts receivable.

Essential Functions	
1	<p>Accounts Payable</p> <ul style="list-style-type: none"> • Receive and file new electronic and paper bills. • Send bills for approval • Enter approved bills into QuickBooks • Pay bills using QuickBooks and the banking software • Enter credit card transactions into QuickBooks
2	<p>Accounts Receivable</p> <ul style="list-style-type: none"> • Create new invoices in QuickBooks using time and cost inputs • Submit to clients and department managers for review and approval • Send or upload approved invoices
3	<p>Payroll</p> <ul style="list-style-type: none"> • Perform payroll related functions: reconcile payroll and attendance reports
4	<p>General Clerical Duties</p>

	<ul style="list-style-type: none"> • Answer the phones • Sort and distribute mail • File documents • Order and manage office and building supplies • Manage public areas – reception, conference room
--	--

Job Specification Requirements	
Education	High School Diploma or GED
Certifications	
Experience	Prior experience working in an office environment Experience working with QuickBooks would be an advantage
Professional knowledge, skills and capabilities	Accuracy and attention to detail is a must Aptitude for numbers Data entry and word processing skills Able to multitask
PC proficiency	Microsoft Office suite
Special Requirements	