

JOB DESCRIPTION

POSITION TITLE: Accounting Clerk

Providing accounting and clerical assistance to the accounting department. Preparing and maintaining accounting documents and records. Process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts. Should be familiar with all accounting procedures.

Minimum Requirements:

- Minimum of High School or equivalency diploma.
- At least three years of bookkeeping/accounting department experience.
- Proficiency in computerized accounting systems.
- Good organizational skills and ability to meet deadlines.
- Computer proficiency (Microsoft Office).

Job Duties:

- Comply with agency policies, procedures and directives.
- Perform data entry and word processing as assigned.
- Match Purchase Orders with packing slips and invoices, then code with General Ledger account(s) for Accounts Payable processing.
- Process weekly Check Run and attach checks to corresponding invoices.
- Separate signed Accounts Payable checks, prepare checks for mailing, and file accounting copies with the appropriate documents attached.
- Prepare daily bank deposit slips and make copies of Accounts Receivable checks.
- Prepare wire transfer forms for vendor payment.
- Process receipt of payments on a daily basis.
- Prepare Nursery's invoices for mailing and file copies, twice weekly.
- Reconcile, replenish and verify Center's petty cash funds and Plant Nursery cash as needed.
- Reconcile gas receipts to the vendor statement, monthly.
- Perform all routine maintenance of files, and organize and move journals to storage area when necessary.
- Obtain and file W-9 forms for vendors, and follow up to ensure that the necessary information is entered in Accounting System.
- Prepare monthly sales tax returns.
- Assist in preparation for annual independent financial audit as assigned.
- Maintain a safe, neat and well-organized work environment and immediately report any health or safety hazards to the Supervisor.
- Strictly maintain confidentiality.
- Assist with End of Month closing procedures.
- Serve as backup to the other department staff.
- Reconcile American Express cards and post entries on a monthly basis.
- Assist with Clients when necessary.
- Perform other relevant duties as required and assigned.