

Accounting Clerk

Availability: Monday through Friday, with Saturday rotation Memorial-Labor Days



Primary Function

The main purpose of this position is to work with other accounting and customer service personnel to administer the financial and human resources activities for the business. It involves maintenance and record keeping of the company assets, working capital, cash flow, financial accounting, job cost tracking, internal auditing and budgets. This includes supporting the collection of financial information, the preparation financial reports (weekly, monthly and annual), the payroll, the insurance programs, accounts receivable, accounts payable, and any other general office activities that may be required for the smooth and efficient operation of the business.

Duties

- ❖ Accounting duties generally fall into the categories identified below. Although this table is neither exhaustive nor set in stone, duties may be assigned to employees in all categories. Purple text items are necessary knowledge/skills for all.

<p>Receivables</p> <ul style="list-style-type: none"> • Process “No Charge” invoices • Credit card payment follow up, daily & EZPay • Run credit cards through EPN • Finalize invoices and (e)mail receipts • Create, manage, and process EZPay 	<p>Payables</p> <ul style="list-style-type: none"> • Process payables • Apply payments • Process mail daily • Maintain sales tax records for quarterly payments • Mail vendor payments
<p>Agreements</p> <ul style="list-style-type: none"> • Process PTU blue slips • Terminate agreements • Maintain accurate visit counts • Support dispatcher with reminders and renewals • Support accounting manager with database management 	<p>Human Resources</p> <ul style="list-style-type: none"> • Process new employees • Process terminations • Maintain payroll spreadsheets • Prepare payroll for accounting manager • Sum time cards, daily & weekly • Maintain insurance spreadsheets
<p>Customer Service & Additional Duties</p> <ul style="list-style-type: none"> • Answering the phone and transferring calls • Creating and scheduling jobs according to the schedule and client needs • Overtime support, especially during the summer and/or extreme weather • Check for, report, and/or reconcile discrepancies in records, reports, figures and postings • Support end-of-fiscal-year needs • Generate reviews with Podium for Google/Facebook, etc. 	

- ❖ Ensure that all financial activities of the company are accomplished in an ethical and prudent manner by personally exercising sound and ethical business practices as related to employees, customers, suppliers, and the public. Serve as role model for all personnel through the enthusiastic performance of all duties and demonstrating respect for Company policy. Respect the confidentiality of personnel, records and information.
- ❖ Participate in meetings and training as necessary. Actively expand your knowledge base.
- ❖ Provide input for the development of a sound pricing policy.
- ❖ Respect the confidentiality of company owned records and information including, but not limited to business plans and market strategy, customer lists and sales data.

- ❖ Other duties as assigned.

Responsibilities

- Abide by the Policy Manual and rules of conduct at all times.
- Safeguard all proprietary information, computer records, business plans, techniques, competitive strategies, and customer information.
- Ensure the confidential handling of records.
- Perform aspects of accounting, record keeping, financial reporting, data collection, invoicing, payroll, accounts payable, and accounts receivable (collections when required).
- Ensure the accurate completion for routine, daily accounting and human resource functions as assigned.

Benefits Package

Benefits, such as health insurance, Paid Time Off, company holidays, and retirement plans are available and subject to the company's current policies and Employee Handbook.

