

SEE ROCK CITY, INC.
JOB DESCRIPTION

Title: ACCOUNTING CLERK	Team: Accounting
Reports to: Director of Accounting	Status: Full Time, Hourly

Summary:

Completes accounts payable transactions daily as well as analyzes and accurately records daily sales transactions in the company's accounting system.

Responsibilities:

- Delivers excellent guest service in line with the organization's Mission, Cultures, and Values.
- Models appropriate guest and partner interaction at all times.
- Ensures all paperwork is handled in an accurate and timely manner.
- Ensures that company policies and procedures are followed at all times.
- Enters and completes accounts payable transactions daily and record in company's accounting software.
- Reviews and records company's corporate and individual credit card expense reports.
- Performs banking transactions to include check payments, ACHs, online payments and oversees positive pay verification.
- Files accounts payable invoices on a weekly basis.
- Performs daily sales audits and adjustments and communicates with other teams of any discrepancies.
- Prepares daily sales integration from POS to upload in accounting software.
- Oversees and reconciles company's petty cash accounts.
- Performs monthly account reconciliations.
- Maintains and distributes mail for the team.
- Runs 1099s yearly for vendors.
- Maintains work schedule for team.
- Provides backup assistance for cash room.
- Performs other duties as assigned by management.

Qualifications:

- Has received a High School Diploma or equivalent, coursework in general accounting a plus.
- 1-year experience in general business administration or accounting required, with A/P experience a plus.
- Ability to effectively present information and respond to questions from managers, and guests. Ability to read and analyze business correspondence as well as develop and write reports.
- Ability to analyze and record accounting transactions accurately.
- Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money.
- Effective written and verbal communication skills.
- Must be detail oriented.
- Ability to use an adding machine.
- Must possess excellent computer skills and be proficient in MS Office Outlook, Word, Excel), and working knowledge of Great Plains – Dynamics a plus.
- Must be able to work nights, weekends, and holidays as needed.
- Ability to use hands and fingers regularly.