



JOB DESCRIPTION

Title: ACCOUNTING CLERK	Team: Accounting
Reports to: Accounting Manager	Status: Full-Time, Non-Exempt

Summary

The Accounting Clerk completes accounts payable transactions daily as well as analyzes and accurately records daily sales transactions in the company's accounting system. Under the direction of the Accounting Manager the Accounting Clerk is responsible for performing the following duties:

Responsibilities

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, 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.
- Verifies vendor invoice amounts and approvals for payment.
- Organizes invoices/expenses for appropriate fixed asset additions.
- 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.
- Provides backup assistance for cash room.
- Maintains quality control and procedures for your area.
- Performs other duties as assigned by management.

Qualifications

- Possess High School Diploma or equivalent. Coursework and/or degree in general accounting a plus.
- At least 1-year previous experience in business administration, accounting or related field and willingness to receive training.
- Possess a kind personality, the desire to contribute to a great team, and willingness to learn or improve skills.
- Ability to display a professional, engaging, and polite image to guests and team partners.
- 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.
- 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.
- Ability to read and understand operational documents.
- Ability to work effectively with a team in a fast-paced, efficient, environment.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 25 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.