

## JOB TITLE: ACCOUNTING CLERK

### JOB DESCRIPTION:

The Accounting Clerk will be responsible for managing and overseeing all aspects of financial operations. This position reports directly to the company President.

The Accounting Clerk's responsibilities include the accurate and timely preparation and analyses of all facets of the financial operations of the company, including financial statement preparation, cash management, accounts receivable, accounts payable, and all other fiscally related duties. The Accounting Clerk's responsibilities will also include handling employee benefits, and may perform other administrative duties as required.

### JOB DUTIES AND RESPONSIBILITIES:

- Responsible for all aspects of accounting (accounts payable, accounts receivable, billing, general ledger entries, bank reconciliation, credit card expense report reconciliation, cash applications, collections, and payroll)
- Responsible for delivering timely and accurate financial processing, month end close, cash management reports, and balance sheet reconciliation
- Responsible for cash management, including performing international wire transfers, ACH payments, and maintaining lines of credit
- Process new customer credit references and assign credit limits and terms
- Review payroll taxes and ensure timely payment of payroll and corporate taxes by payroll service
- Prepare State Sales & Use Taxes: quarterly; semi-annually; or annually for CA, CT, FL, GA, & PA
- Prepare monthly, quarterly, and annual financial statements, bank reports, and various detailed analysis reports, including MISC-1099 for sales agents
- Maintain files and comply with record retention requirements
- Enroll employees into various benefit programs, including health, and Simple IRA programs
- Notify terminating employees of the COBRA insurance act and how to obtain its benefits
- File benefit forms with the various agencies
- Coordinate health care for employees involved in on-the-job accidents, report the information to the insurance company, maintain government forms required in such an event, and maintain accident records
- Support a proactive safety environment, with emphasis on good housekeeping techniques
- Perform other job-related duties and special projects as assigned, and office supplies procurement (2-5%).

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of generally accepted accounting principals
- Strong leadership and organizational skills
- Strong analytical and reasoning abilities with superior numeric skills
- Possess well-developed interpersonal and communication, verbal, and written skills
- Must be result and profit oriented with the ability to balance other business considerations and perform multifaceted projects
- Must be highly motivated and have the ability to function independently and multi-task
- Must be detail oriented
- Expert computer skills – proficient in Microsoft Word, Microsoft Excel, Access, and Outlook with emphasize on using a merge program that transfers data to the appropriate forms
- Navision accounting software experience a plus

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Minimum of an Associates Degree in Accounting, combined with 3-5 years experience in Accounting/Finance

Minimum of 2 years experience in a sales driven customer service organization, preferably in a manufacturing/distribution center environment with exposure to Quality Control