

Employment Opportunity

Position: Accounting Clerk

Job Status: Part-Time

Job Location: 3461 Carmen Avenue, Rancho Viejo, TX 78575

Posting Date:

Website: <https://ccrma.org/about-us/about-careers/>

Closing Date: Until Filled

Salary: Hourly \$14.00- \$16.00

Position summary:

This position as accounting clerk will work closely with our Accountant and operations personnel in performing the Essential Functions, General Functions, and daily responsibilities, which include but are not limited to, bookkeeping, keeping financial records updated, preparing reports and reconciling bank statements. The person(s) holding this position should be able to operate accounting software to process organization transactions, like accounts payable and receivable, disbursements, expenses, and receipts.

Physical/mental requirements:

1. Uses a computer approximately 4-5 hours per day.
2. Uses telephone and email to communicate with staff and others, approximately 4-5 hours per day.
3. Sits approximately 4-5 hours per day.

Duties and essential functions:

Accounts Payable

1. Reconciles processed work by verifying entries and comparing system reports to balances.
2. Charge expense to accounts by analyzing invoice/expense reports and recording entries.
3. Pays vendors; verifying federal identification numbers; scheduling and preparing checks; resolving purchase order, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
4. Pays employees by receiving and verifying expense reports; preparing checks.
5. Maintains accounting ledgers by verifying and posting account transactions.
6. Verifies vendor accounts by reconciling monthly statements and related transactions.

Accounts Receivable

1. Posts customer payments by recording cash, checks, and credit card transactions.
2. Posts revenues by verifying and entering transactions from deposits.
3. Updates receivables by totaling unpaid invoices.
4. Maintains records of invoices, received payments and deposits.
5. Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.

Payroll:

1. Assists in maintaining payroll information by collecting, calculating, and entering data.
2. Verifies updates on payroll records such as exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
3. Assists in preparing reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
4. Assists in verification of payroll liabilities of employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
5. Assists in identifying any payroll discrepancies by collecting and analyzing information.
6. Must maintain employee confidence and protects payroll operations by keeping information confidential.

General functions:

1. Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
2. Assist in the preparation of end of Fiscal Year Audit.
3. Assist in preparing financial reports, such as balance sheets and income statements, invoice, and other documents.
4. Handling sensitive or confidential information with honesty and integrity.
5. Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company.
6. Taking on additional tasks or projects to learn more about accounting and office operations.
7. Performs other duties as requested.

Skills and qualifications

1. Proficient analytical, computational, and mathematical abilities.
2. Proficiency in bookkeeping programs and basic accounting procedures.
3. Exceptional attention to detail and accuracy.
4. High level of integrity and trustworthiness.
5. Good communication and interpersonal skills.
6. Ability to perform filing and record keeping tasks.

Education

1. A total of three (3) or more years of accounting experience in accounts receivable and accounts payable with governmental accounting systems, or:
2. High School diploma or GED with at least two (2) years of working experience in accounts receivable and accounts payable with governmental accounting systems, preferred.
3. Experience with Accounting Software, preferred.