

Accounting Clerk Job Description

Job Title: Accounting Clerk	Reports to: Controller
Job Summary: Responsible for all bookkeeping functions for MaloneBailey, LLP, including accounts receivable, accounts payable, invoicing, payroll, reporting, etc.	
Salary Range & Benefits: Commensurate with experience, standard firm benefits	
Hours Required: 40 hrs + OT	

Major Responsibilities & Duties:

- Maintain accurate journals, ledgers, and books of account, including preparation of general journal entries.
- Manage accounts receivable and accounts payable.
- Process payroll.
- Process month end close-out.
- Complete financial reporting duties.
- Perform additional administrative duties as assigned.

Requirements & Qualifications:

The successful candidate will possess the following basic qualifications:

- Excellent project management, analytical, interpersonal, oral and written communication skills.
- Experience in recruiting and general administrative functions.
- Strong leadership, training, and mentoring skills.
- Ability to thrive in a dynamic team environment
- Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude.
- Highly motivated self starter with ability to multitask and complete assignments within time constraints and deadlines.
- Strong organizational skills and attention to detail.

The successful candidate will possess the following qualifications:

- 2 – 4 years of bookkeeping experience.
- Quickbooks mastery.
- Proficient with MS Excel 2007.

Education and Licenses:

- Bachelor's degree in accounting or related field is highly preferred.