

Accounting Clerk

Summary

Part-time, entry level accounting position with opportunity to learn practical accounting skills. The position will include mail handling, accounts payable and other data entry. This position will include interpersonal contact within and outside the company. All work will be done under the supervision of the two full time AgeWell finance staff.

Functional Responsibilities

- Sorts, date stamp and distribute mail
- Sort, code and enter accounts payable invoices
- Perform accounts payable check runs
- Enter journal entry transactions
- Summarize and enter cash receipts transactions
- Enter participant program income into software
- Enter other transactions as needed
- Assists with month-end closing
- Provides supporting documentation for audits as needed
- Performs other duties as assigned

Competencies

- Computer literate particularly in Microsoft Office applications
- Ability to prioritize work load and multi-task as needed
- Good mathematical skills and reasoning ability
- Ability to maintain confidentiality
- Detail oriented
- Excellent oral and written communication skills
- Willing to learn and open minded

Experience/Training/Certifications

- High School diploma and 1-3 years of relevant experience in Basic Accounting and Accounts Payable
- Proficient in data entry