

# HALONA PLAZA

Job Title: Accounting Clerk
Department: Office
Revision Date: 03/02/2023
Assessment: <a href="https://zunishoppingcenter.insperityassessments.com/groups/41541">https://zunishoppingcenter.insperityassessments.com/groups/41541</a>

## Position Overview

In addition to performing the responsibilities of our Office Clerk, an Accounting Clerk will provide general support to the accounting department by participating in both accounts payable and receivable, and processing invoices.

## Essential Job Functions

- Supports accounting operations by filing documents, reconciling statements, resolving discrepancies and running software programs.
- Supports accounts payable processes by entering vendor invoices into accounting software
- Maintains accounting records by making copies and filing documents.
- Maintains accounting databases by entering data into the computer and processing backups.
- Protects organization's value by keeping information confidential.
- Become proficient in use of electronic point-of-sale to process transactions
- Become proficient in use of accounting system (Quickbooks) to enter invoices and process transactions
- Provide good customer service
- Interact with customers to resolve outstanding issues
- Other Duties as needed

## Requirements

- Computer skills
- High School Diploma or equivalent
- Familiarity with financial software

## Other Skills/Abilities

- Proficiency in Microsoft Office products such as Word, Excel, and Outlook
- Reporting skills
- Typing proficiency
- Organization, attention to detail, productivity, and dependability
- Good Communication Skills
- The ability to act responsibly and ethically when working with sensitive financial information, whether it's information for the company or for individuals
- Develop a positive rapport with customers and co-workers

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.