



Accounting Clerk - Administration (Full Time Hourly)

Position Vision

Assisting the Accounting Manager in ensuring the company accounting processes and procedures are being met. Be a key resource for the Accounting Clerks.

Positions Expectations

Retail Store Bookkeeping

- Maintain Daily Sales balancing and reporting
- Run reports, reconcile reports, complete daily sales sheet and submit to managers and Corporate Accounting
- Reconcile cash and credit transactions and make deposits
- Ensure correct procedures for receipt handling are followed

Financial Reporting Assistance

- Monthly Bank Reconciliations, Marketing and Community Outreach Summaries
- Daily data entry and posting of journals to the general ledger

Daily Processing of Accounts Payable

- Ensure accuracy & timeliness of the payment process according to company financial standards
- Match receivers to invoices, reviewing for authenticity and accuracy
- Prepare, enter, verify and post invoices and credit memos
- Manage weekly check runs, ensuring all discount opportunities and credit memos are taken timely and maintain appropriate back-up
- Ensure accounts are current by reviewing monthly statements, researching discrepancies and following up as necessary

Maintain Vendor Account Information

- Ensure the integrity of the vendor information in the accounting system
- Maintain W-9's for reporting compliance
- Establish and maintain good vendor relationships

Inventory System Integrity

- Ensure pricing updates and changes are confirmed, entered and communicated timely
- Process defectives and returns for credit and ensure receipt

Cross Functional Help and Miscellaneous

- Provide administrative support to ensure effective and efficient office operations
- On going learning and cross training
- Maintain organized filing systems of required financial documents
- Manage supplies