



Accounting Clerk- Temporary

Department: Finance
Reports To: Controller
Position
Category: Full Time – Temporary 3 month assignment

Position Summary: The temporary Accounting Clerk will work closely with the department in performing general accounting clerk duties. Note: This is a temporary assignment.

Essential Job Functions:

Triage incoming support calls and emails.

Provides customer support and handles customer inquiries relating to billing, payments, and invoices

Posts payments from lockbox.

Performs collection calls with delinquent customers, establishing and maintaining cooperative working relationships with external and internal customers.

Reconcile customer disputes as they pertain to payment of outstanding balances that are due.

Performs other general administrative duties including scanning, data entry etc.

Perform other assigned tasks and duties necessary to support the Accounting Department.

Essential Job Requirements:

EDUCATION:	Associate's Degree in Accounting or Finance preferred.
EXPERIENCE:	1-2 years experience in accounts receivable preferred.
REQUIRED SKILLS:	Must have working knowledge of all Microsoft Office Suite products, be proficient with Excel, and possess strong 10-key data entry skills.
ADDITIONAL SKILLS/QUALIFICATIONS:	<p>Must have strong written and oral communication skills and have the ability to work cooperatively and collaboratively with all levels of employees, management and third parties in order to ensure quality customer service.</p> <p>Must possess strong analytical skills and be detail-oriented.</p> <p>Must have the ability to prioritize and manage multiple responsibilities.</p> <p>Must be effective in working independently on a day-to-day basis.</p>
PHYSICAL DEMANDS:	Physical activities may include sitting, standing, hearing, walking, reaching, grasping, kneeling, stooping, and repetitive motion.