

Accounting Clerk – Cleveland Office

RESPONSIBILITIES:

This position will mainly be responsible for Accounts Payable and Cash Receipts posting, however, it will also assist in other areas of the Accounting Department when necessary.

- Enter vendor invoices into Accounts Payable and process checks
- Maintain client escrow account – recording checks and disbursements
- Record and process daily cash report
- Assist billing department when needed
- Month-end data entry
- Gather information for 1099 processing

QUALIFICATIONS:

- Minimum of 3 years in an accounting environment
- Must be detail oriented
- Ability to work independently as well as in a team environment
- Proficient in Excel
- Excellent written, oral and interpersonal communication skills
- Able to manage priorities and workflow