



TITLE: ACCOUNTING CLERK

JOB DESIGNATION: CLERK

DEPARTMENT: FINANCE

WORK LOCATION: MAIN LOCALITON - 99 MADISON AVENUE, NEW YORK

STATUS: FULL TIME/ NON-EXEMPT

OVERVIEW:

Responsible for providing accounting support Finance department. Keys daily worksheets to the general ledger system, ensures files are complete and maintained as needed, handles accounts payable duties, and assists accounting personnel.

RESPONSIBILITIES and DUTIES:

- Accounts Payable processing, inquires, and storage
- Various GL account reconciliations
- Journal entry posting
- Assist in year-end audit related collection
- Assist with monthly bank reconciliations
- Misc. ad hoc admin or project items related to FC Dept or Financial Controller
- Performs other Accounting duties as assigned.
- Protects organization's value by keeping information confidential.

REQUIRED SKILLS and ABILITIES:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Comprehensive knowledge of Accounting procedures and principles.
- Hands on Experience with spreadsheets and financial reports.
- Strong analytical and problem-solving skills.
- High Level of accuracy and efficiency.
- Ability to handle confidential and sensitive information that must not be shared with others.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite such as Excel and Word.



EDUCATION and EXPERIENCE:

- High School required; University/college degree in Finance or Accounting a plus.
- 2-3 years of accounting experience.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.

Commendation is dependent on experience.