

Job Title: Senior Accounting Clerk

JOB SUMMARY:

Performs accounting and clerical functions in selecting and applying guidelines and policy, with minimal guidance. Verifies accuracy and records business transactions and updates general ledger, accounts, and databases.

KEY RESPONSIBILITIES:

- Prepares journal entries and adjustment documents. Traces transactions and reconcile accounts.
- Reviews and approves documentation for transactions and the availability of funds.
- Identifies and corrects errors in documents where discrepancies require corrections.
- Prepares general financial reports and data.
- May handle cash and payment transactions.
- The responsibilities listed are a general overview of the position and additional duties may be assigned.

CORE ACCOUNTABILITIES:

- Organizational Impact: Performs non-routine tasks that significantly impact the team's performance with minimal guidance.
- Problem Solving/ Complexity of work: Conducts research and analysis to solve some non-routine problems.
- Breadth of Knowledge: Applies broad job knowledge and has basic job skills in other areas.
- Team Interaction: Provides informal guidance and support to less experienced team members.

Position Qualifications:

Required:

Associate Degree in Accounting and 4 years relevant experience