



### **Job Description:**

J&J Educational Bootcamp is seeking a skilled **Accounting Clerk 1** to join our team. This employable candidate will perform a variety of accounting, bookkeeping and clerical tasks; this individual is also oriented with *Quick Books* and *Go Canvas* software programs. Applicant will process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts. A successful **Accounting Clerk 1** should be familiar with all accounting procedures and have a flair for numbers. Our educational company looks to hire an ambitious and hard working professional who prizes punctuality and accuracy. We offer a competitive salary; with **Full-time** benefits and health insurance.

### **Accounting Clerk 1/Front Desk Responsibilities & Duties:**

- Serve as Front Desk Clerk, providing pleasant clerical and customer service
- Accounting assistant to the Senior Accounting Clerk; accomplishes accounting and organization mission by completing related results as needed
- Typing accurately, preparing and maintaining daily entered key data of financial transactions in database
- Prepare and submit Estimates in a timely manner
- Prepare and submit customer Invoices; verify and process Invoices for Shipping
- Perform filing and general administrative tasks; maintain customer/vendor files
- Monitor customer accounts for non-payment and delayed payments (as assigned by Senior Accounting Clerk)
- Maintains accounting databases by entering data into the computer; processing backups
- Assist with Monthly Reports (as assigned by Senior Accounting Clerk)
- Protects organization's value by keeping information confidential
- Function in accordance with established standards procedures and applicable laws
- Constantly update job knowledge

### **Accounting Clerk 1/Front Desk Qualifications & Skills:**

- High School Diploma/GED
- 1 – 3 years experience in clerical accounting
- Associate's degree in Accounting or Business related, or Certification a plus
- Quick Books, Go Canvas, MS Office and accounting software
- Well organized
- Attention to detail; productivity
- Customer Service oriented
- Works well independently and with others
- Great communication skills
- PC Proficiency

