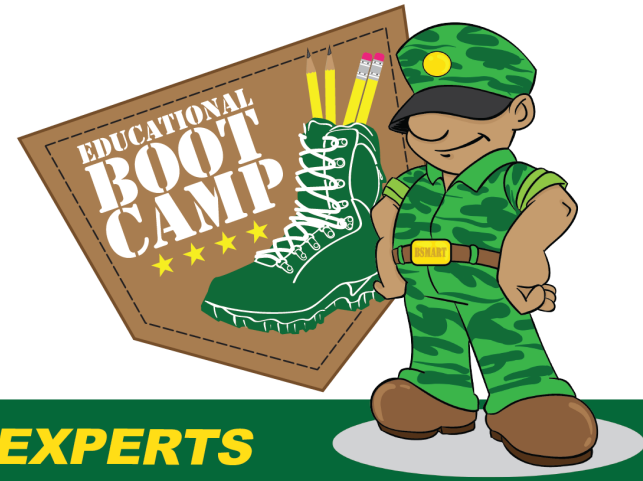


EDUCATIONAL BOOTCAMP



MATH + SCIENCE INTERVENTION EXPERTS

Accounting Clerk

Educational Bootcamp is an intervention company that creates hands-on activities and games for Math and Science which guarantee improvements for students across all quartiles. Our Bootcamp program builds depth of knowledge, maintains previously taught skills, and acts as a benchmark interpreter for teachers.

Our company is looking to grow with individuals who are willing to use their skills to help students achieve and excel. We believe in **Commitment** to our teachers, students, and parents, **Objectives** that focus on impact, **Mastery** of skills within each benchmark, **Accountability** that our company has products that are fully aligned to the standards, **Nurturing** new and prior knowledge to remain a mastered skill, and **Diversity**, because all learners deserve the best education.

Accounting Clerk 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 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