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**Accounting Clerk**

**Job Description**:

The Accounting Clerk is an accounting professional who works in administrative role assisting the accounting staff with daily accounting tasks. The Office Specialist should be familiar with the principles of accounting. Additionally, this individual will provide specific accounting support and customer service to other departments within the company. The Office Specialist contributes to and supports team building with both internal and external customers while demonstrating a positive attitude and high ethical standards.

**Job Responsibilities:**

* Answers Phones for storage units and or billboards, manages and takes payment for storage facilities New and Current customers
* Receives and applies payments to customer accounts
* Processes Accounts Receivable Invoicing, statements, unit contracts
* Reviews and analyzes Customers accounts for accuracy and makes collection calls.
* Makes daily banking deposits
* Proceed with Small Claims Court and or Auctions when necessary for storage units
* Maintains all files, invoicing, and bank reconciliations
* Accurately post invoices in Accounts Payable to correct GL Accounts
* Provides timely and accurate payment processing of Suppliers invoices
* Maintain files and reports for Accounts Payable processing

**Job Requirements:**

 3-5 years of accounting experience

**Job skills:**

* Excellent telephone and verbal communications skills
* Extensive knowledge of computer software
* Basic accounting knowledge of debits and credits
* Ability to maintain a higher level of confidentiality
* Ability to Perform office administrative tasks

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.