



Position Description: Accounting Clerk

Title: Accounting Clerk	Department: Accounting
Date Issued: 10/24/22	Status: Full-time
Work Location: Huntsville, OH	Schedule: Monday-Friday, Business Hours; occasional after hours work
Note if remote/hybrid: Not eligible for telework	Travel: N/A

Our Company

Small Nation develops places, spaces, and dreams for small towns and small-town entrepreneurs across the country. Through our various divisions, we supply the structure, the education, the design, the financing, and the mentoring to develop thriving local businesses. Our Real Estate division buys and renovates historic buildings, recruits tenants, and provides property management services. Our Sales & Marketing division designs comprehensive marketing plans, provides graphic design services, designs websites, and provides promotional opportunities including billboards through Comstor Outdoor. We also provide consulting services and educational opportunities to help other communities do what Small Nation has done for Bellefontaine, Ohio.

About the Position

We're seeking an Accounting Clerk with a desire to join a fast-paced and growing real estate organization. The Accounting Clerk is an accounting professional who works in administrative role assisting the accounting staff with daily accounting tasks. The Accounting Clerk 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.

Essential Responsibilities

- Manages account inquiries and payments for self-storage, billboards, consulting services. Processes contracts and rent payments
- Receives and applies payments to customer accounts – responds to customer service inquires
- Processes accounts receivable invoicing, statements, unit contracts
- Reviews and analyzes customers accounts for accuracy and makes collection calls, manages the adding and removing of overlocks, handles auctions
- Makes daily banking deposits
- Answers phone calls and emails
- Proceed with small claims court and or auctions when necessary for storage units
- Maintains all files and invoicing
- 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
- Opening of mail

- Processing of receipts and credit cards

Essential Skills

- **Efficiency:** Able to produce significant output with minimal wasted effort. Moves quickly inside of accounting software, online banking, calendar, email, etc.
- **Accurate & Thorough:** Does complete work that is accurate. Understands the totality and what it means to be complete. 99% means it's not complete.
- **Organization and planning:** Plans, organizes, schedules, and budgets in an efficient, productive manner. Focuses on key priorities.
- **High standards:** Expects personal performance and team performance to be nothing short of the best. Maintains confidentiality.
- **Honesty/integrity:** Earns trust and maintains confidences. Does what is right and ethical. Speaks plainly and truthfully.
- **Accountability:** Being responsible for agreements and what you say. Declaring breakdowns when they occur, not after something is past due.
- **Communication:** Speaks and writes clearly and articulately without being overly verbose or talkative. Lives up to verbal and written agreements.
- **Open to candid feedback and new ideas:** Solicits honest feedback and uses it as a learning opportunity to grow and expand.
- **Experience in Sage software preferred.**

Minimum Qualifications

- **Experience:** Minimum 2 years' experience in accounting; experience in a professional office setting working with deadlines and a variety of different stakeholders preferred.
- **Technology:** Proficient in using MS Office Suite
- **Equipment:** Computer, office equipment
- **Licenses/Certifications:** Valid driver's license required
- **Other:** Reliable personal transportation

The Benefits

- Salary is commensurate with experience
- 10 Days PTO

Interested?

Fill out an application and upload your resume here:

<https://smallnationstrong.com/contact/careers/>

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.