

Accents Jobs

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Accounting clerk

Description

The Accounting Clerk will assist the Accounting Department with many of its administrative and clerical duties. Perform basic office tasks, assist with bookkeeping and reporting, and research and resolve discrepancies.

Responsibilities

- Compute, classify, and record numerical data to keep financial records complete.
- Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.
- May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.
- Maintaining a database, ensuring that records are complete and current.
- Recording information, processing, and filing forms.
- Preparing checks, deposits, budgets, and financial reports.

Qualifications

- A high school diploma
- Working experience in the accounting field
- A complete or comprehensive understanding of accounting practices and procedures
- The ability to act responsibly and ethically when working with sensitive financial information
- Good communication skills both in speaking and writing
- Good knowledge of computers and software
- Familiarity with office procedures and very basic accounting principles
- Knowledge of MS Office (Excel and Word)

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Hiring organization

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Job Location

Boston, USA

Date posted

October 3, 2023