

ACCOUNTS CLERK



DUTIES: (NOT ALL INCLUSIVE)

- PERFORM DIFFERENT CLERICAL ACCOUNTING DUTIES IN QUICKBOOKS AND POS SYSTEM.
- ENTER AND PAY BILLS, COST AND ENTER SHIPMENTS, CREATE ESTIMATES AND INVOICES, AUDIT RECEIPTS AND END OF DAYS FOR RETAIL STORES.
- UPDATING INVENTORY SPREADSHEET.
- ASSISTING IN RESOLVING CASH ACCOUNTING DISCREPANCIES.
- ASSISTING IN STOCK CHECK AND CORRECTING DISCREPANCIES.
- ENSURE ALL PAPER WORK FOR STORE INCOMING AND OUTGOING INVENTORY, RECEIPTS AND BILLS ARE ENTERED.
- ABILITY PREPARE SOCIAL SECURITY PAYMENTS AND INCOME TAX IS A PLUS
- PREPARE BI-MONTHLY PAYROLL IN QUICKBOOKS IS A PLUS.

REQUIREMENTS:

- MINIMUM ASSOCIATES DEGREE IN BUSINESS / ACCOUNTING
- MINIMUM 3-YEAR EXPERIENCE
- COMPUTER LITERATE WITH EFFICIENCY IN EXCEL AND QUICK BOOKS
- EFFICIENCY IN POS SYSTEM IS A PLUS
- COMPETENT IN POSTING & RECEIVING BILLS, AND CREATING ESTIMATES & INVOICES IN QUICKBOOKS ENTERPRISE SOLUTIONS
- STRONG WORK ETHICS AND HIGH ANALYTICAL SKILLS
- ATTENTION TO DETAIL AND ACCURACY
- ABILITY TO MULTITASK, WORK UNDER PRESSURE AND MEET DEADLINES
- HONEST TEAM PLAYER WITH EXCELLENT COMMUNICATION SKILLS
- WORK WEEK IS MONDAY - FRIDAY
- BILINGUAL IS AN ASSET