

Position Title: Accounting Clerk

Reports To: Controller

Status: Part-time, hourly

Position Summary:

The Accounting Clerk position is responsible for assisting the accounting department in the management of MHC financial records, particularly in the areas of Accounts Payable, Accounts Receivable, and General Ledger reconciliation. Responsibilities include performing G/L entries to support accurate reporting, account reconciliation of the general ledger and individual sub-ledger accounts, data entry of daily deposits and weekly vendor payments. Maintaining and reconciling accounts receivable and accounts payable information received from various sources.

Duties and Responsibilities:

1. Enter the daily cash deposits into the computerized accounting system.
2. Perform daily reconciliation of cash receipts posted to amount deposited in bank.
3. Assist Accountant with accounts receivable reconciliations, refunds and write-offs.
4. Manage all incoming vendor payments, including obtaining proper approval, coding, weekly entry into computerized accounting system, and check printing or EFT payments.
5. New duties as needed by the accounting department.

Physical Demands:

While performing the duties of this Job, the employee is regularly required to sit for extended periods of time and may be required to stand, walk and stoop. The employee may occasionally lift and/or move up to 10 pounds of office supplies. Expressing or exchanging ideas by means of the spoken word and requires the ability to receive detailed information through oral communication. Will be required to work for extended periods of time using a computer, keyboard and mouse.

Knowledge, skills and abilities:

1. 2 year of accounting or equivalent experience.
2. Experience in bookkeeping and general office experience.
3. Experience in managing electronic data from multiple sources in various formats and ability to reconcile the data received.
4. Knowledge of generally accepted accounting principles and statutory accounting principles.
5. Knowledge of general ledger software packages.
6. Knowledge of Microsoft software including Excel and Word.
7. Knowledge of general office procedures.
8. Ability to handle stressful situations.
9. Ability to effectively meet and deal with the public.
10. Ability to communicate effectively verbally and in writing.
11. Ability to maintain confidentiality of member information in compliance with HIPAA.