



Accounting Clerk – Receivables/Payroll

Position Description

Reports to: Accounting Manager/HR Manager

Division/Department: Accounting

Supervises: None

Status: Full Time, Non-Exempt

OVERVIEW

This position is responsible for entering, reviewing, and processing delegated functions relative to accounting support for the company. The Accounting Clerk – Receivables/Payroll is responsible for performing highly specialized accounting work required to maintain the company's financial records. Working under the direction of the Accounting Manager and/or Human Resources Manager, ensures effective and efficient implementation of daily activities of the account receivables/payroll department by quickly and accurately recording and processing invoices, payment receipts, and employee payroll/benefits.

RESPONSIBILITIES

- Implements daily accounting activities required to maintain the company's financial records including, but not limited to:
 - Company's Billing and Invoicing System
 - Collection Activities
 - A/R performance
 - Credit Card/Check Receivables
 - Employee Payroll
 - Employee Leave Accrual and Distribution
 - Employee Benefit Plan Maintenance
 - Employee SIMPLE Contribution Maintenance
- Prepares and processes customer invoices to ensure accurate and efficient receipt of payment.
- Communicates with customers and employees to ensure timely receipt of payment and addresses any questions, concerns, or disputes.
- Monitors customer account details for non-payment, delayed payment, and other irregularities and forwards information to the appropriate manager in a timely and effective manner.
- Maintains updated receivables files and file numbers in PSA and maintains documents appropriately.
- Audits, processes, and reconciles accounts accurately and efficiently.
- Prepares and processes monthly and annual financial reports as required.
- Processes Credit Card and Check payments in an accurate and efficient manner.
- Prepares bank deposits and investigates any discrepancies.
- Maintains files and documentation thoroughly and accurately, in accordance with company accounting policy and accepted accounting principles.
- Maintains organized set of detailed records and files to document financial transactions.

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- Works with PCs to ensure coordination of customer collections.
- Processes and Sends intention to lien notices as appropriate.
- Documents all records following established procedures and labeling instructions.
- Maintains accurate payroll records for all company employees
- Establishes and maintains employee benefit deductions in an accurate and efficient manner.
- Establishes and maintains employee payroll deductions for SIMPLE IRA
- Prepares and maintains all payroll reports, spreadsheets and corporate files.
- Assists in monthly closings as required.
- Collects and Enters employee payroll.
- Follows approval procedures and timelines for processing and payment
- Compiles employee time, production, and payroll data from timesheets and other records.
- Ensures payroll costs are accurately allocated.
- Computes wage and deductions such as levies, garnishments, mileage, incentives, benefits, holiday pay, etc.
- Detects and corrects any payroll discrepancies.
- Processes and issues employee paychecks and statements of earnings and deductions.
- Maintains payroll and related records for the accumulation and use of sick and safe leave, holidays, bereavement, and leaves of absence.
- Calculation, verification, and reporting of biweekly, monthly, quarterly, and annual tax liabilities and payments.
- Obtains employee tax withholding and forwards for processing.
- Prepares analysis of accounts, as required.
- Supports in resolution of accounting or payroll issues and assists other company employees in resolving financial issues (e.g. leave discrepancies, missing customer payments).
- Supports coordination of monthly, quarterly, and annual closing activities.
- Prepares financial statements for review and approval as required.
- Supports production of quarterly and annual financial statements and ad hoc financial reports.
- Makes and implements recommendations to improve accounting processes and procedures.
- Participates as needed in special department projects
- Performs other functionally related duties as assigned

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.

Accounting Clerk–Receivables/Payroll Date HR Manager Date