



Account Payable/Account Receivable/Auditing Clerks
Exempt

Job Duties

- Use bookkeeping software, online spreadsheets, and databases
- Enter (post) financial transactions into the appropriate computer software
- Receive and record cash, checks, and credit cards
- Put costs (debits) and income (credits) into the software, assigning each to an appropriate account
- Produce reports, such as balance sheets (costs compared with income), income statements, and totals by account
- Check for accuracy in figures, postings, and reports
Reconcile or note and report any differences they find in the records
Use basic mathematics (adding, subtracting) throughout the day
- Find consumers and businesses who have overdue bills
- Track down consumers who have an out-of-date address by using the Internet, post office, credit bureaus, or neighbors—a process called "skip tracing"
- Inform debtors that they have an overdue bill and try to negotiate a payment
- Explain the terms of sale or contract with the debtor, when necessary
- Learn the reasons for the overdue bills, which can help with the negotiations
- Routine Bank Deposits during regular business hours
- Make sure material is ordered per job and reschedule with customer and tech to complete job when material is available.
- Using spreadsheet for all income and having it prepared before the 15th of each month for monthly sales tax returns.
- Assisting the Manager on projects as required.
- Printing reports of all technicians job's from job board
- Entering all invoices into QuickBooks on a daily basis billing customers on a daily basis
- Entering invoices for monthly tax reporting
- Running aging reports and contacting customers on outstanding invoices over 60 days due (communicate with manager if there are any problems) twice a month
- Performing daily customer estimates and following up on estimates with customers
- Answering phones and scheduling customers during set time periods
- Quoting customers for jobs and scheduling them
- Scheduling monthly lighting checks, following up on ordering materials and communicating with property managers
- Checking bank statement to ensure that no deposits were missing from customer direct deposits.

Work Schedule

Monday – Friday 7am to 3pm