

Accounting Clerk

Job Description

Rapides Primary Health Care Center is looking for a skilled Accounting Clerk to perform a variety of accounting, bookkeeping and financial tasks.

You will also run accounting software programs to process business transactions, such as accounts payable and receivable, disbursements, expense vouchers and receipts. A successful accounting assistant should be familiar with all accounting procedure.

Ultimately, a successful Accounting Clerk will ensure that the company's daily accounting functions run accurately and effectively.

Responsibilities

Provide accounting and clerical support to the Accounting Department

Type accurately, prepare and maintain accounting documents and records

Prepare bank deposits, general ledger postings and statements

Reconcile accounts in a timely manner

Daily enter key data of financial transactions in database

Provide assistance and support to company personnel

Research, track and restore accounting or documentation problems and discrepancies

Inform management and compile reports/summaries on activity areas

Function in accordance with established standards, procedures and applicable laws

Constantly update job knowledge

Requirements

At least one year of accounting experience as an Accounting Clerk or the equivalent.

Familiarity with bookkeeping and basic accounting procedures

Competency in MS Office, databases and accounting software

Hands-on experience with spreadsheets and financial reports

Accuracy and attention to detail

Aptitude for numbers

Ability to perform filing and record keeping tasks

Data entry and word processing skills

Well organized

High school degree

Associate's degree or relevant certification is a plus, but not required.