



## **EMPLOYMENT OPPORTUNITY**

### **ACCOUNTING CLERK**

#### **What We're Looking For:**

Mt Sinai COGIC seeks an Accounting Clerk who will be responsible for maintaining financial records, preparing reports, and reconciling bank statements. The ideal candidate will demonstrate experience in utilizing accounting software to perform essential job functions to support business operations including accounts payable, accounts receivable, disbursements, expense vouchers, and receipts. This position provides support to the business office and the Chief Financial Officer.

#### **Responsibilities:**

##### **1. Essential Responsibilities**

- a. Provide accounting and clerical support to the accounting department. Provide management reports/summaries on activity areas.
- b. Maintain accounting documents and records with great accuracy including daily updates of financial transactions in accounting system.
- c. Prepare bank deposits, general ledger posting, and statements. Perform account reconciliations in a timely manner.
- d. Provide administrative support to company personnel including departments to support events, purchase requests, check requests, and other forms request to assist with the successful implementation of ministry objectives.
- e. Timely responds to phone calls, emails, and written correspondences.
- f. Effectively troubleshoot accounting or documentation issues by researching, tracking and resolving discrepancies.
- g. Ensure job performance is in accordance with established standards, procedures, and applicable laws.

##### **2. Office Support**

- a. Provide back-up support of the office during business hours managing all points of communication: phone, voicemail messages, email, and website inquiries. When appropriate, collect, and forward messages to the appropriate point of contact.
- b. Creates and maintains confidential general files, and time keeping records.
- c. Ensure that office and workspace is maintained as neat, clean, and professional.

The successful candidate in this position will come with prior accounting support experience, is open to growing in technology and comes with some tech savviness, proficient in operating office equipment; one who is committed to growing in job knowledge, is passionate about providing

excellent customer service and has an incredible work ethic, is strategic, analytical, a proactive problem-solver, and willing to be trained and support others.

**Experience, Knowledge, Skills, And Abilities You Should Possess:**

- A minimum of 4 years demonstrated experience providing accounting support, preferably with Accounts Receivable experience. Associate degree or relevant certification is a plus.
- Familiarity with bookkeeping and basic accounting procedures
- Required experience with accounting software; QuickBooks.
- Proficient in Microsoft Office programs: Word, Excel, Outlook, PowerPoint, and other data entry systems.
- Hands-on experience with spreadsheets and financial reports.
- Must have exceptional customer service skills, with the ability to perform using tact and diplomacy.
- Must possess excellent verbal and written communication skills.
- Must be flexible and able to manage multiple task and handle changing priorities and deadlines, be well organized, and possess an ability to perform filing and record-keeping tasks. Strong organizational and administrative skills.
- Requires considerable accuracy and attention to details and ability to produce under tight deadlines.

Mt Sinai COGIC provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to any legally protected status as defined by state law.

For more information about Mt Sinai COGIC, please visit our website at: [www.mtsinaicogic.org](http://www.mtsinaicogic.org)