

## **Accounting Clerk**

**REPORTS TO:**            **Business Manager**

**SUPERVISES:**         **NA**

**STATUS:**                **Hourly – Part Time**

### **SUMMARY:**

The accounting clerk is responsible for data entry of invoices and cash receipts; accounts payables and file maintenance. This position is required to assist with gathering of information and data input of payroll. S/he will perform administrative tasks including review of new hire paperwork, benefits enrollments, filing etc.

### **QUALIFICATIONS:**

- Two years of general accounting experience
- Associate degree from an accredited college or university with major course work in accounting or finance
- Ability to work a flexible schedule including nights, weekends, and holidays
- Communicate clearly and concisely in the English language, both orally and in writing
- Possession of, or ability to obtain a valid drivers' license

### **Special Knowledge Of:**

- Ability to multitask, organized, detail oriented and focused on customer service.
- Procedures, methods, applications and techniques of generally accepted accounting principles
- Principles and practices of inventory accounting methods.
- Operate a ten key calculator by touch at a speed necessary for successful job performance.
- Operate a computer to perform accounting functions.
- Experience with MAS 200, Ceridian Payroll Software or other similar software packages.
- Proficient knowledge of Word, Excel, Outlook; training on industry specific software will be provided.
- Able to perceive the needs of facility tenants...be proactive, not reactive.

### **RESPONSIBILITIES: (including to but not limited to)**

- Process and prepare accounts payable invoices.
- Assist with payroll processing and administrative Human Resource functions.
- Data input for accounts receivable, and cash receipts.
- Assist with month end closing procedures.
- Perform general accounting work in support of accounting functions.
- Filing of invoices, event files, HR paperwork and other documents.
- Perform other related duties and responsibilities as required.
- Communicate with customers and assist them in all endeavors.
- Answering the box office phone line.
- Selling box office tickets.
- Working other event-related tasks as needed.

### **PHYSICAL DEMANDS:**

While performing duties of this job, employee is occasionally required to stand, walk; sit; use hands to finger, handle or feel objects, tools or controls; reach within hands and arms; talk and hear. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ACCOUNTABILITIES:**

Responsible for accurate financial and accounting record keeping and reporting details and activities to ensure timeliness, cost effectiveness and ultimate customer satisfaction

**TO APPLY:** Send resume to: **USC Aiken Convocation Center, 471 University Parkway, Box 12, Aiken, SC 29801 • by Fax: 803-641-2860 • by email [globalpt@usca.edu](mailto:globalpt@usca.edu)**. No phone calls please.

EOE, DFWP