



## **Associate Accounting Clerk**

### Job Description

Primary duties of an Associate Accounting Clerk include performing a variety of accounting, bookkeeping, tax preparation and financial tasks. Associate Accounting Clerk responsibilities include keeping financial records updated, preparing reports and reconciling bank statements. You will run accounting software programs to process business transactions for the firm and the firm's clients. You will also use tax return preparation software to prepare tax returns for individuals and various business entity types.

In addition to performing the above stated functions, you will provide tax resolution case management support as needed.

A successful Associate Accounting Clerk should be familiar with basic accounting procedures and have a flair for numbers.

### **Responsibilities**

- Perform regular bookkeeping functions for firm and firm clients, including reconciling financial statements and generating accounting reports.
- Type accurately, prepare and maintain accounting documents and records.
- Daily enter key data of financial transactions in the database.
- Research, track and restore accounting or documentation problems and discrepancies.
- Provide case management support by gathering and reviewing documents and providing regular communication updates with the assigned Case Manager.
- Accurately prepare tax returns for individuals and businesses.
- Communicate regularly with management to review firm financial reports, budgets and objectives.
- Inform management and compile reports/summaries on all assigned cases.
- Perform regular marketing activities including email, text, and cold calls.
- Function in accordance with established standards, procedures and applicable laws.

- Constantly update job knowledge.

## Skills

- 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
- Personal Use of Office Equipment and Resources will not be allowed without prior permission. The use of games and other leisure activities including reading personal interest literature either through books, computer, personal electronic devices, such as telephone, laptop, tablets etc. will not be tolerated under any circumstances. Use of office resources and personal interest materials will result in disciplinary action. Continued violations may result in termination without prior written notice.

This job description including job requirements may be modified at any time, given notice within **15 days** of expected change in requirements.