

## Kudler Fine Foods

### Job Description

#### **Accounting Clerk**

Computes, classifies, records, and verifies numerical data for use in maintaining accounting records.

#### **Essential Duties**

1. Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
2. Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.
3. Audits invoices against purchase orders, researches discrepancies, and approves for payment.
4. Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals and similar items.
5. Prepares vouchers, invoices, checks, account statements, reports and other records and reviews for accuracy.
6. Reconciles general ledger accounts with various registers.
7. Reconciles bank statements.
8. Monitors accounts payable and receivable to ensure that payments are up to date.
9. Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.

#### **Required Qualifications and Experience**

The accounting clerk must have excellent math and accounting skills, in addition to the ability to use Quick Books software for maintaining records.