

Senior Accounting Clerk

SUMMARY:

Responsible for insuring that day to day accounting functions are completed in accordance with standard procedures applicable to the Organization.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Balance previous day settlements to the General Ledger hold file, balance and remit for premiums, balance Federal Reserve account, balance customer checking clearings, to maintain sufficient balance, also to balance Expense account and Marketing account.
- Balance General Ledger accounts monthly.
- Verify and post details of business transactions, such as funds received and disbursed, accounts payable, journal entries, maintenance of subsidiary records, Interchange transactions.
- Repetitive and new outgoing wires, stop payments on business checks, foreign currency exchange rates and research inquiries.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)