



**Position:** Part-Time Accounting Clerk (with Full-Time Potential)  
**Reports to:** Finance Manager  
**Position Type:** Non-Exempt

**Company:**

At American Integrity Restoration, we pride ourselves on fostering a learning & supportive company culture, where our employees can grow personally and professionally. Our company culture exists around our 5-Core Values which produce clarity and consistency in delivering our exceptional service model. Our company is fast-paced, technologically savvy, creative, training focused, and collaborative. We reward commitment, quality, hard work, and dedication with ever-increasing responsibility and corresponding compensation.

We offer a compensation and benefits package that includes a competitive salary, 401(k), profit sharing, health care, dental, life and disability insurance, DTO (Discretionary Time Off for exempt employees), internal training and career development, and many other benefits that are unique to privately-owned companies.

**Job Summary:**

The Accounting Clerk wears varying hats in the accounting, job management, and office management disciplines. This role and responsibility have the ability to expand (or if needed, contract) based on the successful candidate's hours available and overall skill set to take on expanding responsibility. Essentially, we will customize the position and responsibility based on current experience, and/or willingness to expand the role over time.

As a foundation, the role will focus on Accounts Payable and Accounts Receivable, as well as Customer Service and administrative duties. The Accounting Clerk must have double-entry accounting knowledge and apply it in accordance with the organization's policies and procedures. Additionally, the Accounting Clerk is responsible for applicable account reconciliations and follow-up on customer accounts receivable balances. The Accounting Clerk is able to work efficiently, be detail-oriented, be a self-starter, possess the abilities to multitask and take initiative. Excellent time management, communication, customer service and organizational skills are critical to this role's success.



## **Essential Functions:**

### **Accounts Payable**

- Enter ALL credit card charges into our accounting system, in an accurate and timely manner. We use a custom to construction management accounting and job management system which is easy to learn - it is called Proven Solutions Accounting (PSA).
- Credit card reconciliations (Verify charges from the statement to what is in PSA)
- Vendor set-up and maintenance (in PSA)
- Responsive to vendor inquiries; escalates issues to supervisor as necessary.
- Process new vendor information (in PSA) and run TIN checks.
- Establish and maintain positive relationships with vendors, demonstrating strong communication skills
- Assist with special projects as required

### **Accounts Receivable (MIT)**

- Work with Production Operations to ensure accurate and timely customer invoicing (in PSA)
- Process invoices/credit memos in PSA in a timely manner and mail to the customer when appropriate
- Responsive to customer inquiries; escalates issues to supervisor as necessary
- Maintain and manage the company's collections; follow up on aged receivables
- Record bank deposit and payment allocations daily. (in PSA)
- Follow up on payment mismatching and inquire about credit memos on a daily basis
- Process customer credit card payments (in PSA)



### **Communications/Customer Service**

- Maintain the highest standards of customer care
- Participate in training as needed
- Assist the organization with special projects as needed
- Adheres to the company's core values

### **Minimum Requirements:**

- Education: 2-year college degree in a related field. Equivalent experience considered.
- Work Experience: 3+ years accounting experience in general ledger, accounts payable and accounts receivable (Internship can count towards experience)
- Skills:
  - Knowledge of general bookkeeping practices and principles.
  - Strong computer skills, Google Suite, Microsoft Office, Excel software experience preferred.
  - Excellent organizational skills and proven ability in maintaining accounting records.
  - Ability to prioritize, manage multiple projects and work under deadlines
  - Possess strong time management skills and be adept at problem-solving.
  - Effective communication skills and a strong team player