

Finance Clerk

The Finance Clerk will be responsible for financial administrative tasks under the direction of BarberMcMurry's Accounting Manager, including processing transactions, assisting clients, preparing reports, and maintaining financial records and documentation. The role will assist with financial processing, data entry and reporting – potentially including AP, payroll, and other bookkeeping tasks. This is a part-time (20-25 hour per week), in-office position.

Responsibilities

- Process invoices from consultants and vendors, verifying accuracy of information, and creating vouchers within BarberMcMurry's financial software
- Enter data into accounting system, including vendor and contact information, invoice amounts, and due dates
- Reconcile vendor statements to internal records, identifying and resolving any discrepancies
- Prepare and submit payment batches for vendors to firm Partners for approval, within specified deadlines; process payments and deposits to vendors in a timely manner
- Interact with employees, clients, contractors and/or vendors to provide assistance, resolve invoice issues, request missing information, or provide information or data
- Generate standard and ad-hoc reports as requested
- Maintain organized digital files and documentation
- Prepare financial statements, documents or forms, including 1099s, ensuring accuracy of information
- Support payroll processing
- Various administrative tasks
- Other related duties as assigned

Education & Experience Requirements

- Associate's or Bachelor's degree in Business, Business Administration, Accounting, Finance, or similar field
- At least 3 years of experience as an AP clerk, financial clerk, bookkeeper or similar role

Skills

- Knowledge of accounting and financial regulations and laws
- Excellent communication, organization, and time management skills; excellent attention to detail; excellent data entry skills
- Ability to work under pressure and meet deadlines; extremely trustworthy; comfortable handling confidential information
- Proficient with Microsoft Office, particularly Excel, and industry-standards accounting software (familiarity with Deltek Vantagepoint preferred)