

## Accounting Clerk

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Company: Creative Financial Staffing

Location: Indianapolis

Category: office-and-administrative-support

## Accounting Clerk

Well-established company with over 40 years of the experience across different locations in Indiana

Exciting downtown location offers many perks - close to the action in the heart of Indianapolis, free parking and more!

Monthly staff lunches, team-building outings and volunteer work makes this location feel like family.

What the Accounting Clerk will do:

Full-Cycle Accounts Payable to include invoice data entry, GL account coding, payment selection, check printing, assembly of backup paperwork

Accounts Receivable to include creation and distribution of client invoices and timely posting of receipts

Post various credit card expenses to appropriate GL account

Identify, research and resolve invoice variances

The bookkeeper will assist in month-end closing procedures

Assist in weekly and bi-weekly payroll processing

Research, compile and analyze data to provide assistance with reporting of multiple locations'

finances

What the company needs in the Accounting Clerk:

Associates degree in Accounting, Finance, or related field (or 2+ years of experience in similar position)

Proficient in Microsoft programs and some experience with ERPs/accounting software

Detail oriented and able to manage and prioritize multiple tasks and understand the importance of deadlines

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