

Job ID:	388
Job Title:	Accounting Clerk II
Degree Requirements:	Bachelor's degree in Accounting, or comparable related work experience, Bookkeeping Certificate
Years of Experience:	3 - 5
Type of Position:	Direct Hire
Location:	Cobb County, GA
Salary Range:	Depends on Experience and Expertise
Travel Required:	N/A

As a portion of the recruitment process, ALL CANDIDATES ARE REQUIRED TO COMPLETE A Culture Survey Index, as part of the recruitment process. This survey takes approximately 5-7 minutes and provides companies with data measuring seven work-related personality traits.

- There is no pass or fail.
- There are no correct or incorrect answers.
- Only work-related behaviors are measured.
- It cannot determine age, race, gender, or religion.

The link to this Survey will be provided at the appropriate time.

Do not assume that we know anything about your employers. **PLEASE HELP US HELP YOU** by telling us what your employers do to make money. One or Two sentences will help us.

In today's world let your potential employers want to know what your **US IMMIGRATION STATUS** is { Citizen, Permanent Resident / Green Card }. Please state this on your resumé.

We are working with an Atlanta area client to find highly qualified candidates for an Accounting Clerk II position.

MUST HAVE REQUIREMENTS for this position are:

- * Bachelor's degree in Accounting, or comparable related work experience, Bookkeeping Certificate
- * 3 – 5 Years work experience in an accounting position
- * Great Plains experience
- * Have a strong understanding of financial statements, balance sheet & statement of income / loss & chart of accounts
- * Meticulous attention to detail & accuracy
- * Outstanding organizational, problem-solving, communication & interpersonal skills
- * Intermediate / Advanced proficiency in Great Plains data entry / keyboarding skills
- * PC proficiency including Word, Excel and Outlook & a working knowledge of accounting systems
- * Be a Team Player who is Punctual & Reliable

Keys to Success:

- * Strong understanding of GAAP
- * Sensitivity & discretion to maintain confidentiality concerning financial information
- * Ability to organize, prioritize, & multitask effectively; effective time management skills
- * Strong interpersonal skills, ability to communicate & manage well at all levels of the organization & with staff at remote locations is essential
- * Strong problem solving & creative skills & the ability to exercise sound judgment & make decisions based on accurate & timely analysis
- * High level of integrity & dependability with a strong sense of urgency, accountability
- * Be results driven

Reporting to the VP of Finance & Accounting, the RESPONSIBILITIES of this POSITION INCLUDE, BUT ARE NOT LIMITED to:

- * Accounts Payable processing, Accounts Receivable processing, payroll back-up, sales and use tax returns, reconciliations, analysis and general accounting back-up support.
- * Commit time for payroll processing
- * Payroll processing & payroll compliance filings
- Provide AP processing / AR back-up support
- * Match / code and enter approved vendor bills
- * Prepare & ensure accuracy of check runs
- * Prepare 1099s at calendar year end for applicable vendors
- * Assist in preparation of month end schedules, reconciliations & journal entries
- Routinely review and reconcile vendor statements
- Expense report and credit card processing & reconciliation
- Actively participate in maintaining updated vendor files including W-9's & insurance certificates for subcontractors
- Assist with reconciling monthly benefit accounts
- Assist with business license filings
- Assist Controller in general account analysis & providing back-up for account reviews
- Assist in implementing and enforcing new procedures as directed by the Controller
- Cross-training to provide backup of AR, AP & Payroll
- Maintain a filing system for all financial documents
- Ensure the confidentiality & security of all financial files
- Perform additional duties & responsibilities as assigned
- Answer vendor inquiries

If you meet these requirements and wish to be considered for this position, send your résumé, that **includes what your employers do to make their money**, to us in a Word document without Headers / Footers, or Text Boxes at [Resumes AT PinnaclePlacementGroup.com](http://ResumesATPinnaclePlacementGroup.com) mentioning the **Job ID** and the **Job Title** in the subject line of your email.

*** ALL CLIENTS REQUIRE, BACKGROUND CHECKS & DRUG TEST AS A PART OF PRE- EMPLOYMENT HIRING PROCESS.**

In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your *MINIMUM* salary requirements.

Applicants for employment are to be considered for employment based on the individual applicant's qualifications and without regard to race, color, creed, gender, age, disability, national origin, religion, veteran status, uniform service member status, marital status, sexual orientation, citizenship status, genetic information, or on account of membership in any protected category under federal, state, and local laws.