

Financial Clerk

Individual is responsible for analyzing and verifying data by comparing it to source documents and creating expense reports for the client. Other duties as assigned by manager.

<i>Job Title:</i>	<i>Financial Clerk</i>
Position Reports To:	Financial Department Manager
Salary:	\$11.00 Hour/Paid Bi-Weekly
Position Status:	Full-Time

Position Overview

The Financial Clerk is responsible for analyzing and verifying data by comparing it to the source documents. Creating expense reports, preparing unit based and lease based statements...

Requirements

- Must be able to type at least 36 WPM with zero errors.
 - An ideal typing speed would be 50 to 80+ WPM with minimal errors.
- Must be proficient in 10-Key.
 - An ideal 10 key speed would be 9,000 to 12,000+ KPH with minimal errors.
- Must be proficient in Microsoft Office.
- Must be able to sit while viewing multiple computer screens for extended periods of time.
- Great attention to detail.
- Ability to prioritize, multi-task, and work independently and on a team.
- Ability to meet deadlines in a fast paced environment while being.
- Knowledge of basic addition, subtraction, multiplication and division skills.
- Knowledge of basic excel functions which includes filtering, sorting, inputting data and basic calculations.
- Excellent verbal and written communication skills.
- Maintain confidentiality of our clients' records.
- Reliable transportation to be on time to work.
- High School Degree or GED.
- Must be able to pass a criminal background check and drug test.

Responsibilities

- Creating spreadsheets (while categorizing expenses) with a large number of figures with no errors.
- Verifying data by comparing it to source documents.
- Preparing quarterly, 6 month, year-end and OSRS financial statements.
- Preparing unit based and lease based statements.
- Categorizing expenses on spreadsheets.
- Perform additional duties as assigned by your manager.
- Comply with all company policies, procedures, and regulations.