

## 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.

<b><i>Job Title:</i></b>	<b><i>Financial Clerk</i></b>
Position Reports To:	Financial Department Manager
Salary:	Hourly Rate/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.