

## **Posting Information**

**Position Title:** Accounting Clerk

**Position Type:** Full Time

**Position Location:** Utah County, Utah

**Position Pay:** \$14.42 – 19.23/hour (DOE)

**Hiring Manager:** Melissa Badger | [hr@yuniquefoundation.org](mailto:hr@yuniquefoundation.org) | 385.345.4556

## **Mission Statement**

We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, survivor communities, and online resources.

We empower parents and caregivers to protect children from sexual abuse through education and online resources.

We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

## **Qualifications**

We are looking for a skilled Accounting Clerk to perform a variety of accounting, bookkeeping and financial tasks.

Accounting Clerk responsibilities include keeping financial records updated, ensuring follow through on policies and financial controls, and reconciling records and accounts. You will also utilize accounting software programs (NetSuite) to process business transactions like accounts payable and receivable, disbursements, expense vouchers and receipts.

Ultimately, a successful Accounting Clerk will have:

- Proven accounting experience, preferably as an Accounts receivable clerk or Accounts payable clerk
- Familiarity with bookkeeping and basic accounting procedures
- Competency in MS Office, databases and accounting software (NetSuite preferred)
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills
- Well organized

### *Educational/Professional Preferences*

- An Associate Degree with an emphasis in accounting or equivalent
- An understanding of US GAAP and Accrual Accounting

### *Experience Requirements*

- At least 1 year of experience in an accounting clerk role

### **Responsibilities**

- Provide accounting and clerical support to the accounting department
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Provide assistance and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws