

Accounting Clerk

Serve as accounting and payroll/benefits support for the CFO, while providing general administrative support to staff. Responsible for payroll, accounts payable, bank reconciliations, credit card processing, assisting with accounts receivable and audit preparation.

Qualifications

Required:

Associates Degree in Accounting or related field and two years' experience

Strong oral and written communication skills

Excellent interpersonal skills

Accuracy and attention to detail

Ability to follow instructions

Excellent organizational and problem-solving skills

Motivated individual with ability to work independently

Proficient in Microsoft Office Suite

Preferred:

Payroll preparation experience

Payroll tax law knowledge

Insurance benefits administration experience

Additional Information:

Attached resume required.

A background check is required for employment in this position.

Employment is full-time, \$14 - \$20 per hour, with benefits.

Please apply by sending a resume to: CFO@AgAlumniSeed.com