



POSITION DESCRIPTION

Accounting Clerk - Corporate

BASIC FUNCTION

The Accounting Clerk - Corporate is responsible for assisting and supporting the comptroller with all accounting and office administrative duties for all LDI locations.

QUALIFICATIONS & REQUIREMENTS

- Minimum of two years experience in bookkeeping and general office administration required.
- A great attitude with customer service skills.
- Professionalism is a must.
- Experience working with accounting systems including general ledger, accounts payable, and accounts receivable.

DUTIES & RESONSIBILITIES:

- Assisting comptroller with all accounting and office administrative duties for all LDI locations.
- Assisting the comptroller with managing accounts receivable including account/cash reconciliation, daily deposits, overseeing aged receivables.
- Assisting the comptroller in managing accounts payable including auditing PO's to invoices; entering payables for the location; reconciling statements to invoices and ensuring vendors are paid in a timely manner.
- Filing, posting transactions, mail, telephone answering and administrative support for other departments.