

Accounting Clerk

Company: Manville Water Supply Corporation **Location:** Coupland, Texas

Status: Full-time, Hourly **Job Category:** Accounting/Finance
Clerical

Relevant Experience: Banking or Accounting **Career Level:** Entry Level
experience preferred
Proficient in Excel, excellent
working knowledge MS Office

Education Level: High School diploma or GED required

Job Description: This is a full-time, hourly position that reports directly to the Assistant General Manager. The person in this position is expected to possess or gain the knowledge and skills necessary to perform accounting & clerical support to all MWSC departments in the day-to-day functions related to the operation of the company. Work includes basic bookkeeping and general accounting duties, GL reconciliations for various departments, accounting and data entry & order and restocking of office supplies. This is a general description of this position and the Accounting Clerk will perform other duties as required.

License Requirements:

Must possess a valid Texas Driver's License and are eligible to be insured with the company insurance automobile plan

Requirements:

- * Knowledge of the principles and procedures of bookkeeping and recordkeeping
- * The ability to act responsibly and ethically when working with sensitive financial information, whether it's information for the company or for individuals
- * Ability to maintain confidentiality
- * Ability to maintain regular and punctual attendance
- * Ability to learn job-related material through oral instruction and observation or through structured lecture in an on-the-job training setting or in a classroom
- * Good analytical, investigative and documentation skills
- * Excellent attention to detail
- * Accurate accounting and data entry skills
- * Ability to understand and follow oral and written instructions in the English language
- * Excellent verbal and written communication skills
- * Must be a team player, working productively and interacting with other team members
- * Strong organizational and multi-tasking skills a must
- * Proficiency in computer skills and using Excel, Word & Outlook
- * Must be able to adapt to a changing work environment and job responsibilities
- * Ability to foster and maintain business relationships

- * Ability to explain and interpret fiscal related policies and general accounting
- * Knowledge of safe work practices
- * Will be subject to unannounced alcohol and drug testing as a condition of continued employment
- * Must be physically capable of operating a vehicle safely, possess a valid Texas Driver's License and are eligible to be insured with the company insurance automobile plan

Working Conditions: Position is located in an office environment. Must be able to kneel, stoop, bend and lift 15 lbs. unattended. Must be able to stay in a seated position for an extended length of time.

Job Responsibilities:

- * Perform clerical work & interoffice support to various departments of MWSC
- * Perform basic bookkeeping and general accounting duties
- * Creating and maintaining spreadsheets
- * Compile accurate financial records
- * GL reconciliations for various departments
- * Organize, file, scan and indexing documents
- * Data entry of daily A/R in accounting software
- * Mail checks, bills, contracts, policies & invoices
- * Assist with processing invoices for payment
- * Update annual vendor W-9 information
- * Assist with annual Audit information
- * Assist with processing unclaimed property
- * Process staff expense reports
- * Order and restock office supplies
- * Assist in organizing office activities
- * Assist with projects as assigned
- * Cross-train on team member duties
- * Back-up AP Specialist as needed
- * Work with various office machines, calculator, copier, scanner, fax machine, phone & voice-mail systems and personal computers.
- * Works under general supervision
- * Report any accident immediately to your Supervisor

This job description is a general description of this position and does not/will not contain all duties that will be assigned. As an employee of MWSC, employees are expected to perform duties to the best of their ability and to perform duties as assigned.

Benefits

Health, dental & life insurance, 401K plan, paid holidays, vacation & sick leave, longevity (after 5 years) & annual bonus.

MWSC is an equal opportunity provider & employer