



Job Description

Position Title: Accounting Clerk
Department: Finance/Accounting
Reports To: Finance Manager
Location: UKB Federal Corporation
Employment Type: Full-Time
Salary: \$30,000 - \$50,000

Position Overview:

The Accounting Clerk will support the accounting department in maintaining accurate financial records, processing transactions, and ensuring smooth day-to-day operations. This position involves handling basic accounting functions such as processing accounts payable and receivable, reconciling accounts, preparing financial documents, and assisting with month-end closing procedures. The ideal candidate will be detail-oriented, organized, and have a strong understanding of accounting principles.

Key Responsibilities:

- **Accounts Payable:**
 - Process invoices and prepare payment requests.
 - Ensure accurate and timely payments to vendors and suppliers.
 - Maintain a record of all invoices and payment history.
 - Reconcile discrepancies with vendors, ensuring all issues are resolved promptly.
- **Accounts Receivable:**
 - Process incoming payments and ensure timely deposits.
 - Generate and send out billing statements to customers or clients.
 - Monitor aging reports to follow up on overdue payments.
 - Record payments in the general ledger.
- **General Ledger Maintenance:**
 - Assist with posting journal entries and reconciling accounts.
 - Help ensure the accuracy of financial data and transactions.
 - Maintain organized files and documentation for audits and reviews.
- **Bank Reconciliation:**
 - Reconcile bank statements with internal financial records.
 - Identify and resolve discrepancies between bank records and accounting data.
- **Payroll Support:**
 - Assist with payroll processing by providing necessary information.
 - Ensure the accuracy of employee records related to pay and deductions.
- **Reporting Assistance:**
 - Prepare basic financial reports for internal use, such as trial balances, income statements, or balance sheets.
 - Assist in preparing month-end and year-end reports.

- **Filing and Documentation:**
 - Maintain organized filing systems for all financial records, receipts, and invoices.
 - Ensure that all documents are properly stored and easily accessible for audits or reviews.
 - **Assist with Audits:**
 - Provide documentation and support for internal and external auditors during financial audits.
 - Help prepare records for tax filing and regulatory compliance.
 - **Additional Administrative Tasks:**
 - Assist the accounting team with any other administrative tasks as needed.
 - Provide support to other departments regarding accounting-related inquiries.
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Qualifications:

- **Education:**
 - High school diploma or equivalent required.
 - Associate's degree in accounting, finance, or a related field preferred.
 - **Experience:**
 - Previous experience in accounting, bookkeeping, or a related field is a plus.
 - Experience with accounting software (e.g., QuickBooks, Microsoft Excel, or similar) is preferred.
 - **Skills & Competencies:**
 - Strong understanding of basic accounting principles.
 - Excellent attention to detail and accuracy.
 - Strong organizational and time-management skills.
 - Ability to handle confidential financial information.
 - Good communication skills and ability to work as part of a team.
 - Proficient in Microsoft Office Suite, particularly Excel.
 - **Other Requirements:**
 - Ability to work independently with minimal supervision.
 - Flexibility and adaptability in a fast-paced environment.
 - Strong problem-solving skills and a proactive approach to tasks.
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Working Conditions:

- Full-time position.
- Office environment, with standard working hours:
 - Monday – Friday 8am – 5pm.
- Some overtime may be required during busy periods (e.g., month-end, year-end).

UKB and Tribal preference applies.
Job description is subject to change.