

## **ACCOUNTING CLERK I**

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Department : Administration: Accounting  
Reports to : Accounting Lead  
Division : Abilene, Texas  
Classification : Hourly/Nonexempt/Full-time

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**JOB SUMMARY :** Computes, classifies, records and verifies numerical data for use in maintaining accounting records and supports Accounting staff with general clerical duties including minor administrative and business details.

### **ESSENTIAL FUNCTIONS**

1. Picks up and sorts corporate mail on a daily basis
2. Compiles, sorts and enters accounts payable transactions and mails payments as necessary
3. Compiles and enters accounts receivable paper checks in Milsoft's accounting software and prepares and makes daily bank deposits at local bank
4. Compiles and records accounts receivable ACH/EFT payments daily
5. Assists with accounts receivable transactions and mails monthly paper invoices
6. Works with customers to resolve outstanding accounts receivable and updates the weekly receivables report
7. Updates customer and vendor account information in Milsoft's accounting software and in the CRM system on a daily basis and ensures that information is accurate and up to date
8. Records customer support, subscription and other cancellations for reporting purposes
9. Prepares W-9's for customers and requests W-9's from vendors
10. Requests Customer Tax Exemption Certificates as necessary
11. Assists with variable data reporting
12. Enters credit card transactions for reconciliation
13. Maintains regular, consistent and professional attendance, punctuality, personal appearance and adherence to relevant health and safety procedures
14. Upholds, safeguards and promotes Milsoft's values and philosophy relating particularly to ethics, integrity and corporate responsibility
15. Any other duties that may be necessary or assigned from time to time; such additional duties will not normally change the scope of the job

### **QUALIFICATIONS**

1. Minimum of high school diploma PLUS at least three years related experience and/or training
2. Must exhibit a high level of trustworthiness and be able to maintain confidentiality
3. Strong organizational skills with high attention to detail and accuracy
4. Must possess good citizenship traits when dealing with customers and co-workers
5. Excellent verbal communications skills a must
6. Must possess superb teamwork skills and be able to navigate diverse personalities successfully
7. Basic computer skills with knowledge of QuickBooks a plus

**Submit resume to [hr@milsoft.com](mailto:hr@milsoft.com)**

**11/22**