

Accounting Clerk

Here at Encore, we empower you to make decisions and seek out the information necessary to provide exceptional service to our internal and external customers. Forty-four years in business and still strong, we offer stability and growth opportunities within the organization and a regional presence.

Bottles when and where you need them anywhere in the world - we are your source for anything packaging! As the Accounting Clerk you will perform a variety of clerical, bookkeeping, financial and accounting tasks as a member of Encore's Accounting Team. Your responsibilities may include processing PO receivers and inventory transfers, keeping various financial records updated, preparing reports and reconciling accounts.

This position will use accounting software programs (e.g. SAGE 300 and DocuWare) to process business transactions and electronic documents using a paperless process. You will work with sub-ledger modules such as accounts payable, accounts receivable, disbursements, expense vouchers and receipts.

A successful Accounting Clerk should be familiar with all accounting procedures and have a flair for numbers and will ensure that the company's daily accounting functions run accurately and effectively. It is essential that this individual encourage and support teamwork and be able to work well as part of the group.

What you will be doing/The Role:

- Provide accounting and clerical support to the accounting department.
- Type accurately, prepare and maintain accounting documents and records.
- Prepare bank deposits, general and sub-ledger postings and reconcile daily statements.
- Reconcile accounts in a timely manner.
- Daily enter key data of financial transactions in Sage 300 and DocuWare databases.
- Provide assistance and support to a variety of company personnel.
- Research, track and restore accounting or documentation problems and discrepancies.
- Maintain accurate purchase order cost in system PO module for cost change to all open purchase orders relative to vendor specific monthly variance due to ocean freight or vendor periodic price change. Audit and process to accounts payable or accounts receivable all vendor freight allowance charges or credits.
- Participate in sustaining and developing internal tracking procedures.
- Receives checks and prepares deposit slips; verifies remittances against business accounts; assists with e-deposit of checks daily. Serves as liaison between departments in client rebate calculation and client account reconciliation activity.
- Assists with system Day-End/Month-End close of all modules posting activity into general ledger and runs reports as required. Monthly reconciles all inventory cost related general ledger accounts to detail reports.
- Reviews purchase order receivers and sales orders or other related documentation for completeness and compliance with financial policies, procedures, and contractual requirements for all cost correction and margin.
- Interacts with department supervisors and managers when processing a resolution of account discrepancies.
- Assists with special accounting projects as needed.
- Inform management and compile reports/summaries on activity areas

- Function in accordance with established standards, procedures and applicable laws
- Constantly update job knowledge
- Conduct affairs in an ethical manner consistent with company expectations of fair and respectful treatment of others.
- Perform other duties as required. The above list of primary duties is not exhaustive. It only defines some of the main responsibilities. The associate may be required to perform additional duties not listed.

Why Encore?

- We care about our employees – you are our biggest asset – we celebrate your milestones and success! From our service hero award, to Employee of the Month, and fun winter and summer activities!
- We are committed to employee development and growth – when you succeed we succeed!
- We offer a competitive base salary and benefits package with a generous 401k matching program.
- We have been around for over 40 years and continue to have exciting opportunities on the horizon.

MINIMUM REQUIREMENTS

- 1-2 year progressive experience in an accounting role, preferably as an Accounts Receivable Clerk or Accounts Payable Clerk.
- High school degree required.
- Associate’s degree or relevant certification is a plus.
- Familiarity with generally accepted accounting principles.
- Must be team oriented, a motivated self-starter with a positive attitude.
- Willingness to learn and take on new tasks.
- Good communication skills
- Sound judgment in problem solving.
- Familiarity with bookkeeping and basic accounting procedures.
- Competency in MS Office, databases and accounting software.
- Data entry and word processing skills.
- Hands-on experience with spreadsheets and financial reports.
- Accuracy and attention to detail, well organized.
- Aptitude for numbers.
- Ability to perform filing and record keeping tasks.

If you are interested in joining the Encore family, please reply to this ad and include your cover letter, resume and salary requirements. For more information about us, visit our website at: www.encoreglass.com

Equal Opportunity

All persons have equal employment opportunities with Encore Glass, regardless of their sex, race, color, age, religion, creed, sexual orientation, national origin or citizenship, ancestry, physical or mental disability, medical condition (cancer or genetic characteristics), marital status, gender (including gender identity or gender expression), familial status, military or veteran status, genetic information, pregnancy, childbirth, breastfeeding, or related conditions (or any other group or category within the framework of the applicable discrimination laws and regulations).