



Job Description: Accounting Clerk

Position Summary

The Accounting Clerk is a part-time, hourly position (approximately 15 hours per week) that supports day-to-day accounting operations. This position processes routine accounting transactions, maintains accurate financial records, and supports accounts payable, accounts receivable, reconciliations, client billing, and Workamajig administration. The Accounting Clerk works closely with the Accounting/Operations Manager.

Banking & Cash Receipts

- € Record customer payments and other cash receipts and apply them to the appropriate customer accounts and invoices.
- € Record recurring and automatically processed bank transactions and payments.
- € Maintain bank account activity within Workamajig.
- € Download monthly bank statements and transaction files.
- € Prepare monthly bank reconciliations for review.

Credit Card Administration

- € Monitor and maintain the corporate credit card transaction feed within Workamajig.
- € Review employee credit card transactions to verify expenses are coded accurately, and required supporting documentation is attached.
- € Follow up with cardholders to obtain missing receipts, correct coding, or additional documentation as needed.
- € Code recurring subscription and other centralized corporate credit card transactions.
- € Assist employees with proper expense coding and company credit card procedures.
- € Prepare monthly reconciliations for all corporate credit card accounts for review.
- € Record monthly credit card payments.

Accounts Payable

- € Enter and process vendor invoices, preparing approved vendor payments according to established payment schedules and authorization procedures.
- € Process employee expense reports.
- € Maintain vendor records.

Accounts Receivable & Client Billing Support

- € Prepare billing worksheets and schedule billing review meetings.
- € Process recurring invoices.

- ⌘ Generate invoices in Workamajig based on approved billing instructions.
- ⌘ Review accounts receivable aging reports and identify overdue balances.
- ⌘ Research and resolve unapplied payments, short payments, overpayments, and other account discrepancies.
- ⌘ Provide invoice copies, account statements, and other payment documentation to clients as requested.
- ⌘ Follow up on outstanding client balances as directed.
- ⌘ Maintain accurate client billing and payment records in Workamajig.

General Accounting Support

- ⌘ Maintain fixed asset records.
- ⌘ Record monthly depreciation and amortization entries as directed.
- ⌘ Assist with preparing budget-to-actual reports.
- ⌘ Maintain Workamajig master data, including budgets, rate sheets, services, and projects, as directed.
- ⌘ Prepare information for quarterly sales tax filings.
- ⌘ Maintain organized accounting files and supporting documentation.
- ⌘ Assist with special accounting projects as assigned.

Qualifications

- ⌘ Associate degree in Accounting, Business, or equivalent experience preferred.
- ⌘ 2+ years of bookkeeping or accounting support experience.
- ⌘ Experience with AP, AR, and reconciliations.
- ⌘ Strong Excel and accounting software skills; Workamajig experience preferred.
- ⌘ Strong attention to detail and organizational skills.

Compensation

- ⌘ \$28-34 per hour, depending on experience.
- ⌘ Eligible employees receive prorated paid time off. The position is also covered by applicable workers' compensation and Colorado FAMLI requirements.
- ⌘ Hybrid work schedule, combining in-office and remote work.

How to Apply

Send resume and cover letter to **Jobs@SE2ChangeForGood.com** by August 31, 2026.