

## **Accounting Clerk 1**

White Haven Memorial Parks, Inc. is a beautiful resting place for loved ones located in the Pittsford, NY area. We are seeking an organized, detail-oriented individual to take on the new position of Accounting Clerk 1. The incumbent should be committed to providing efficient, reliable support to the CFO, other departments, and external parties. Candidate's qualities should include trustworthiness and excellent time management skills.

### **Accounting Clerk 1 job responsibilities:**

- Work with accounts payable and accounts receivable.
- Process incoming payments by check, credit card, and EFT.
- Receive, process, and reconcile vendor statements.
- Prepare and do the bank deposits.
- Assist with preparation for annual audits.
- Ensure compliance with internal accounting procedures.
- Maintain accurate records.
- Perform administrative and other tasks as needed.

### **Work Hours & Benefits:**

This position is Monday – Friday, 9am - 5pm, and one Saturday per month from 9am - 12noon. There is a health benefit package available to the employee only. There is a 401k contribution plan.

### **Qualifications/Skills:**

- Basic understanding of accounting principles.
- Proficient in Microsoft Excel, and Microsoft Outlook.
- Strong written and verbal communication skills.
- Excellent attention to detail.
- Ability to maintain confidentiality.
- Thorough and courteous; works well in a team environment.
- Bilingual skills a plus.

### **Education and Experience Requirements:**

- Associates degree in accounting or 2-3 years equivalent experience.

**This position reports directly to the Chief Financial Officer**

## **Equal opportunity employment statement**

White Haven Memorial Parks., Inc. is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

White Haven makes hiring decisions based solely on qualifications, merit, and business needs at the time

12/2022

**Job Type:** Full-time

**Salary:** From \$20.00 per hour

**Benefits:**

- 401(k)
- 401(k) matching
- Employee assistance program
- Health insurance
- Paid time off

**Schedule:**

- Monday to Friday
- Weekend availability

**Supplemental pay types:** Bonus pay

**Work Location:** One location