

Job Information

Title: Accounting Clerk

Location: Kellogg, Idaho – NASCO Corporate

SUMMARY

Provides assistance to the Corporate Business Unit, well rounded Accounting Clerk with Accounts Payable and General Ledger experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reviews and approves accounts payable, i.e., verifies that the payables comply with company policy.

Reviews General Ledger coding of AP against project budgets. Enters and posts invoices into the corresponding company accounting system.

Receives completed SPAs from project accounting assistant, processes subcontractor accounts payables and returns processed payments to project site.

Verifies, posts, and reconciles all accounts payables, prints, reviews, and submits all checks for signature.

Monitors and rectifies delinquent AP

Prepares year end 1099's.

Payroll Tax Reporting

Remit and file returns for taxes including but not limited to all payroll tax filings and sales tax returns.

Bank Reconciliations

Assists with month end closing processes and financial distributions.

General Office Administrative work including but not limited to: answering and forwarding phone calls, printing, faxing, filing, conference room preparation, travel arrangements, phone lists, etc.

PREFERRED QUALIFICATIONS

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university in any Accounting related program; or at least five years related experience and/or training; or equivalent combination of education and experience. Basic computer skills required and a working knowledge of standard off the shelf software applications to include Microsoft Word, PowerPoint, Excel, and the internet.

Experience and knowledge in dealing with government accounting principles is desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, financial reports and documents, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to understand financial statements, accounting terminology, and revenue recognition policies for government contractors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

****You must submit a NASCO job application to be considered an applicant. You can find and submit a job application by visiting our website at <http://www.nascousa.com/careers.html>. Please sent completed application to hr@nascousa.com.**

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