



## **MPI – Job Description**

**Title:** Senior Accounting Clerk

**Department:** Finance & Accounting

**Reports To:** Controller

**FLSA Status:** Non-Exempt

**Union Status:** Affiliated – Class 3a

**Updated:** November 2019

### **Summary:**

The Senior Accounting Clerk supports the timely and accurate processing of accounts payable, daily deposits, reconciliation of daily deposits, researching issues related to banking, deposits, confirming wire transfers, administering petty cash, preparation of journal entries, assisting with month and year-end financial closes, and special projects as needed.

### **Qualifications:**

- 2 years accounting experience required; associate or bachelor's degree preferred.
- High School Diploma or equivalent required.
- Ability to understand and apply basic accounting principles and have a strong mathematical aptitude.
- Intermediate Microsoft Office Skills (Outlook, Word, Excel, and PowerPoint) and 10-key by touch.
- Ability to learn quickly and follow directions precisely.
- Good time management skills with the ability to work with minimum supervision, while still meeting deadlines.
- Strong problem-solving aptitude.
- Strict attention to detail with excellent organizational skills and a high level of accuracy.
- Ability to handle a fast-paced work atmosphere.
- Strict adherence to confidentiality.
- Excellent communication skills (verbal and written) with the ability to work well with individuals at all levels of the organization.
- Excellent attendance and reliability, with the ability to work overtime/extended hours as required.
- Ability to accept direction and developmental guidance from supervisor.

### **Essential Duties and Responsibilities:**

- Responsible for processing of daily check and cash deposits, including the daily reconciliation of checks received to checks deposited. Resolve related issues on a daily basis.
- Communicate with various departments relating to check issues. Resolve check issues timely, including Premiums, Claims, Contributions, Audit Collections, Residuals, Claims Overpayments, and other miscellaneous payments.
- Coordinate Premiums and COBRA activity with Eligibility Department; timely update of eligibility system. Maintain controls over cash received for Premiums and COBRA payments.
- Manage petty cash, including distributions and reconciliations.
- Prepare cash deposits to the bank.
- Prepare and enter journal entries to record daily deposits and daily transfers of funds.
- Assist with preparation, review, and entering of journal entries into Solomon.
- Confirm wire transfers with bank.
- Assist with month-end and year-end financial closes.
- Prepares letters regarding Schedule C and 5500 related communications.
- Researches, coordinates and prepares accounting concerns including interacting with the vendors and banks.
- Perform other duties as assigned.

### **Work Environment**

This job operates in a professional office environment. It routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee may be required to:

- Sit
- Stand and walk
- Spend extensive time working on a computer
- Talk and hear
- Use hands
- Reach with hands and arms
- Stoop and reach
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds (such as a box of paper).
- Use close vision with the ability to adjust focus

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*