

Job Title: Accounting Clerk
Department: Accounting

Reports To: Finance Manager and Payroll Clerk

Company Summary: Young's Environmental (Young's) is a full-service environmental company specializing in 24-hour emergency response, natural gas and pipeline energy services, environmental remediation, waste hauling, vacuum tanker services, underground infrastructure repair and maintenance, and industrial cleaning. Young's provides the highest quality service to a large client base throughout the United States from our offices located in Flint & Grand Rapids, Michigan. Young's is able to accomplish these tasks with our dedicated and experienced staff of over 80 employees, that utilize over 1,250 pieces of specialty equipment. Since 1989, Young's has earned the reputation of an industry leader based upon outstanding service, safety, cost-effectiveness, dependability, and the capability to provide turn-key operations on a very short and sometimes emergency basis.

Job Summary: Young's Environmental is seeking a highly-motivated accounting clerk. This employee will be responsible for various duties pertaining to payroll, benefits, and general accounting. Employee will report to the Finance Manager on a daily basis, with anticipated hours being 8:00am – 5:00pm, with an hour lunch break. This employee is expected to work at least 40 hours per week (Mon-Fri). This position's pay scale is set at \$13-\$16 per hour, commensurate with experience.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required.

Education/Experience:

- Associate degree in accounting preferred or strong professional background of 2-3 years bookkeeping experience

Duties and Responsibilities:

- Maintain accurate records
- Coordinate and administer payroll and benefits
- Verify taxes, insurance, and other benefit billings
- Provide HR administrative support
- Prepare and maintain cash management reports
- Reconcile general ledger accounts
- Generate reports and perform analysis
- Monitor and maintain inventory, and fixed assets
- Assist with accounts payable activities
- Assist with accounts receivable activities

Knowledge, Skills and Other Abilities:

- Ability to multi-task
- Knowledge of and previous experience with Microsoft Office software, i.e. Excel, Word, etc.
- Punctual and reliable
- Outstanding verbal and written communication skills
- Professionalism
- Excellent organizational skills and strong attention to detail

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 talk or hear. The employee is frequently required to walk, sit, and repeating motions that may include the wrists, hands and/or fingers. The employee is occasionally required to lift up to up 25 lbs. unassisted, as well as move and organize file boxes.

Math Ability:

Although today's accounting software will perform most basic calculations on its own, this individual must have a keen understanding of basic mathematics in order to perform his or her job efficiently.

Language Ability:

Ability to read, analyze, and interpret documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Acknowledgment:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of employees assigned to this role.