



Tuesday, December 21, 2021

ClerkBooks, Inc., a leading software provider for Municipal Software and Accounting Support, is currently hiring an Accounting Support Representative. This person will work directly with City Clerks, Treasurers, Administrators and Councils from 100+ Cities, Villages and Towns across 26 States.

This position can be filled from any city in any state, relocation is not necessary. All work, and training, will be performed remotely through the internet from your home.

Duties include: accounting support/training, software installation, QuickBooks company file set-up and configuration, data conversion, knowledge base article editing and creation, and other customer service related tasks. Training will be provided.

Applicants must demonstrate a solid knowledge of GAAP and GASB accounting principles including an understanding of debits & credits, cash vs accrual accounting, payables & receivables, payroll & sales tax liabilities and journal entries. You must also have experience with and a moderate to advanced level knowledge of QuickBooks and Excel. Governmental fund accounting, utility billing and/or governmental auditing experience is also required.

Since you will be working directly with customers, you must be able to work well with others, be socially perceptive, an active listener, able to manage time well, and able to teach others. You must possess excellent oral and written comprehension along with mathematical reasoning. You will also need to be able to multi-task and juggle priorities. The position requires a stable computer, high-speed internet, and excellent cell phone reception. (phone is provided)

ClerkBooks business hours are generally Monday – Friday, 8:00 am and 5:00 pm central standard time. Anticipated work week is an average of 35-40 hours per week. Work hours may vary to meet the needs of clients. Wages are competitive and will be determined by your experience and education. Benefits include: flexible schedule, working remotely from anywhere, paid time off, paid holidays, health insurance, short term disability, simple IRA with company match, annual performance bonuses and company paid continuing education.

Interested persons should submit a resume and cover letter to ClerkBooks, Inc, 185 E Sesame St, Garner, IA 50438, and/or fill out the application form online at clerkbooks.com.

Thank you for showing interest in our company. Please feel free to contact me if you have any questions about the position or our company. I look forward to hearing from you.

Sincerely,

Eddie May

CEO

ClerkBooks, Inc.