



ACCOUNTING SUPPORT REPRESENTATIVE

REMOTE POSITION

REQUIREMENTS

- Work directly with Clerks, Treasurers, Administrators and Councils from Cities, Villages and Towns across 26 states
- Duties include: support/training for city staff, software installation, company file set-up and configuration, data conversion. Training provided.
- Must demonstrate solid working knowledge of GAAP and GASB accounting principles. Moderate to advanced level knowledge of QuickBooks and Excel. Governmental fund accounting, utility billing or governmental auditing experience is required.
- Requires a stable computer, high-speed internet, and excellent cell phone reception (phone is provided).

BENEFITS

- Competitive wage based on experience and education
- Health insurance, short-term disability, paid time off, paid holidays, IRA with company match, annual performance bonus, continuing education
- 100% remote with flexible schedule

SEND YOUR RESUME
eddie@clerkbooks.com

APPLY ONLINE
www.clerkbooks.com