



Accounting Clerk

FLSA: Exempt

Reports to: Senior Accountant

Status: Full Time (40+hours) from 8:30 a.m. to 5:00 p.m. (Monday-Friday)

Salary: \$50,000-\$55,000 Annually (Opportunity for Bonus)

Location: Downtown, Columbus, OH

References: Required (Applications will not be considered without references)

The Ohio Chamber of Commerce is seeking an experienced **Accounting Clerk** with a strong background in Accounts Receivable, Accounts Payable and Payroll to join our team. This role is essential for maintaining accurate financial records by recording business transactions, managing accounts payable and receivable, processing payroll and ensuring all data is entered accurately into accounting software (Accounting Seed) while adhering to organizational procedures and accounting standards.

Key Responsibilities:

- **Accounts Receivable:**
 - Manage member invoices, payments, and billing schedules and reconcile to monthly budget
 - Ensure accurate posting of payments to member balances in Accounting Seed within Salesforce
 - Prepare bank deposits and general ledger postings
 - Reconcile payments to bank statement
 - Monitor A/R aging reports and follow up with Membership Support on outstanding balances
- **Accounts Payable:**
 - Review vendor invoices for accuracy and approval
 - Enter invoices accurately into accounting software for payment
 - Prepare and execute payments, including ACH, electronic bill pay and checks
 - Reconcile vendor statements and resolve discrepancies
 - Maintain accurate records of Accounts Payable transactions and ensure compliance with policies
 - Prepare and timely file 1099's for Ohio Chamber and affiliated entities
 - Build relationships with key vendors
- **Payroll:**
 - Manage all tasks related to bi-monthly payroll processing

- Collect and input timesheet data for hourly employees
- Collect and input commission/bonus/special pay data
- Validate and maintain payroll data in the payroll software system
- Prepare and input payroll journal entry into the accounting software after each payroll
- Communicate cash requirements to Accounting team for each pay period
- Investigate and resolve any payroll discrepancies
- Prepare payroll reports and analysis as needed
- **General Accounting Support:**
 - Assist with monthly reconciliations and financial reporting
 - Support journal entries, adjustments and month-end close process
 - Collaborate with internal teams to resolve billing, payment, vendor and payroll inquiries
 - Manage expense reporting and assist with budget tracking
- **System & Process Management:**
 - Use Salesforce and Accounting Seed for all financial operations, ensuring data accuracy and process efficiency
 - Identify opportunities to streamline workflows and improve system integration
 - Provide insights and reports on financial metrics using Accounting Seed dashboards
- **Additional Duties:**
 - Support office management and administrative functions as needed
 - Contribute to special projects and initiatives that support business goals
 - Cross-train with team members to ensure coverage for critical tasks

Qualifications:

- **Education:**
 - Bachelor's degree in Accounting, Finance or a related field is preferred but not required with equivalent experience
- **Experience:**
 - At least 3-5 years of relevant experience in Accounts Receivable, Accounts Payable, Payroll and general accounting
 - Proficiency in accounting software, payroll software and Microsoft Excel
 - Experience in Salesforce and Accounting Seed is a plus.
- **Skills:**
 - Strong organizational skills and attention to detail is required to maintain data accuracy and integrity
 - Ability to multi-task and work independently in a fast-paced environment
 - Excellent problem-solving skills and the ability to address issues and resolve data discrepancies
 - Effective communication skills, with the ability to work with internal and external stakeholders

Benefits:

- Competitive salary based on experience.
- **Insurance & Benefits:** Chamber pays 100% of employee's health insurance premium (family coverage available with Chamber paying a % of cost), Dental, vision and Rx coverage available; Life Insurance and Short-term disability insurance offered; Parking paid; and monthly cell phone reimbursement.
- **PTO:** 3 weeks of paid vacation, sick time, paid holidays
- **Retirement:** Matching 401(K) (4%), PLUS an employer-paid Pension Plan (8%)
- **Student Loan Repayment:** reimburses employees for their student loans: \$200 per month in the first year of employment, \$300 per month in the second year of employment, and \$400 per month in the third year of employment.
- **Wellness Program** including on-site Peloton exercise bike for employee use, monthly wellness stipend for gym membership and annual wellness stipend of \$100. Healthy snacks are provided and wellness challenges throughout the year.
- Opportunities for professional development.
- A collaborative, mission-driven work environment.

How to Apply:

Interested candidates should submit their resume and a cover letter (optional) outlining their experience and relevant skills to nstefan@ohiochamber.com by March 15, 2025.