



## Accounting Clerk

Our company is seeking an Accounting Clerk to join our accounting and finance team. As an Accounting Clerk on our team, you will be part of several accounting functions, including, but not limited to accounts payable, payroll, and preparing and submitting various regulatory reporting to external agencies. The successful candidate will also collect pertinent information for third party audits.

This position could be located in Vernon or Wichita Falls.

Responsibilities include, but are not limited to:

- Process and enter accounts payable invoices and expense reports in a timely manner while ensuring accurate data entry and GL account coding
- Process payments to vendors accurately and timely
- Review and enter into accounts payable employee expense reports and ensure receipts are attached and proper approvals received
- Work with vendors to resolve issues
- Process payroll and file quarterly payroll reports and other payroll compliance
- Manage accounts payable and payroll files and other record keeping
- Follow our company's established accounting processes
- Provide detailed analyses and explanations of all transactions
- Prepare documentation for external auditors
- Prepare and submit regulatory reports to external agencies
- Other duties as required to support Accounting and HR department

Qualifications

- High school diploma or equivalent required
- Five years of experience in accounting required
- Ability to meet deadlines
- Proficient in Word and Excel
- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong organizational and analytical skills
- Able to read and understand technical forms and financial reports
- Attention to detail
- Ability to work independently and as part of a team
- Willingness to establish and maintain effective working relationships

**Must pass pre-employment drug screening and background check. Please submit all resumes and applications to [jobs@syntrio.net](mailto:jobs@syntrio.net)**