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| Title: Accounting Data Entry Clerk | Dept: Finance | FLSA: Non-Exempt |
| Reports To: Accounting Manager | Location: Vero Beach | WC Code: |
| Supervision of Others: No | | EEOC Class: |
| | | Grade: |
| Date: Rev. 12/16 | | Range: |

Primary Function:

Responsible for providing accounting support for the Finance Department by entering data into Financial Edge and CIRT, scanning and filing documents.

Principal Responsibilities:

- Perform accounting and clerical functions to support the Finance Department.
- Maintains accounting records by making copies, filing documents, scanning documents and organizing into folders.
- Assist in monthly closing process.
- Enter vendor and client invoices into Financial Edge
- Enter data into CIRT database.
- Reconcile data entered by comparing reports from Financial Edge and CIRT.
- Assist in request for information for annual audit and quality assurance annual reviews.
- Protects organization’s value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.

Skills/Qualifications:

Organization, Accuracy, Financial Software, Attention to Detail, PC Proficiency, Typing, Productivity, Dependability

Experience in Microsoft Office Products, including proficiency in excel. CIRT and medical coding a plus. Organization, Accuracy, Financial Software, Attention to Detail, PC Proficiency, Typing, Productivity, Dependability. College degree or min 3- 5 year’s equivalent experience a plus.