



## Part-time Accounting Clerk

PSPinc in Bellevue is searching for a **Part-time Accounting Clerk** to provide support to the Accounting and Sales Departments. The ideal candidate has precise attention to detail, solid analytical skills, an excellent communicator and a strong work ethic. PSPinc offers a supportive team environment with flexible scheduling. The position is 3 – 4 days/week and 20/30 hours/week.

PSPinc has been successfully helping businesses succeed in the online world for the past 30 years. We have helped more than 40,000 companies of all sizes around the world for websites, email and online services. The mission at PSPinc is to meet every customer's unique needs with friendly, knowledgeable and fast service. To learn more go to <https://www.pspinc.com/eng/>.

### Key Responsibilities of the Accounting Clerk:

- Post payments and accounts payables.
- Run accounts payable reports, prepare check run and supporting documents.
- Handle inquiries from customers and vendors.
- File accounting paperwork.
- Prepare and process invoices and purchase orders for sales and shipping as needed.
- Match packing slips to purchase orders, receive purchase orders as invoices arrive and follow up on any unresolved issues.
- Produce reports on cash receipts, sales journal and bank deposits. Match the reports, review for errors and obtain final review.
- Prepare, deliver and post bank deposits weekly.
- Pull weekly reports – Cash, A/R, A/P, Jobs, Income Statement, GL Detail each Friday and the last business day of the month.
- Maintain inventory file for purchase orders on resale items. Pull purchase order when item is sold.
- Other duties as assigned.

### What the Successful Candidate will have:

- Associates degree preferred.
- Ability to learn and be trained on accounting systems & processes.
- Proficiency using MS Word and Excel.
- Excellent ten-key and typing skills.
- Accounting software experience, Sage is ideal.
- Must be able to work independently as well as collaboratively.
- Ability to work in a fast-paced environment.

### Join Our Team

If you are interested in working with us, please submit a cover letter and resume to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).