**Community Associations Institute**

**Join our Team!**

**Job Title**

**Accounting Clerk**

Seeking Accounting Clerk who will be responsible for the Accounts Payable functions and some monthly general ledger activities. Our ideal candidate will have excellent written and verbal communication skills and be able to work both independently as well as with our team.

**Position Responsibilities**

* Enter all payables and process checks on a weekly basis
* Ensure compliance with internal controls through review of expenses and invoices
* Post bank transactions weekly
* Calculate monthly rebate payment to chapters
* Maintain accurate filing system
* Assist with other support items

**Required Skills**

* Related payables experience required
* Software Proficiency in Microsoft Office Suite and Microsoft Dynamics
* Strong organizational, administrative, and customer service skills
* Ability to manage numerous projects simultaneously
* Deadline driven
* Some college preferred, Accounting coursework encouraged

Our office is in Northern Virginia and accessible via Metro. Submissions that do not include salary requirements will NOT be considered. Candidates ONLY--no calls from staffing firms please.