Job Description – Accounting Clerk

Position Overview

The Project Accounting Clerk supports the Project Accounting Coordinator by performing daily financial and administrative tasks to ensure accurate records, timely payments, and compliance with company procedures. This position is designed to train future leaders in construction finance and operations, providing exposure to payroll, accounts payable/receivable, vendor management, and job-costing.

Location: Wellsville, NY on-site, not remote

Pay Scale: $25/hr

Structure: Full-time employee, hourly

Benefits: Health insurance, 401(k) match, PTO

Key Responsibilities

Accounts Payable Support

- Enter vendor invoices and subcontractor bills into the accounting system.
- Match invoices to purchase orders and job codes.
- Prepare payment batches for review and approval.

Accounts Receivable Support

- Generate draft invoices for review by the Coordinator.
- Record incoming payments and assist with receivables tracking.
- Help maintain customer records and contact logs for collections.
- AR posting payments for multiple companies

Payroll & Employee Expense Assistance

- Collect and organize vendor records and job expenses and reports.
- Assist in coding expenses to the correct job and category.
- Prepare reimbursement batches for approval.

Vendor & Compliance Support

- Help maintain vendor files including W-9s, insurance certificates, and contracts.
- Track due dates for certificates of insurance and notify vendors of renewals needed.
- Assist with preparation of year-end 1099 reporting.

Administrative & Training Support

- Provide backup coverage for Coordinator during absences.
- Prepare reports and summaries for project managers and accounting staff.
- Manage data and operations of company cards
- Coordinate quarterly fuel tax reports
- Job set up
- Assist with employee expense reimbursements
- Assist with material posting job to job and relieve inventory
- Review statements for missing invoices

Qualifications

- Associate's degree in Accounting, Business, or related field (or equivalent experience in lieu of a degree).
- Strong attention to detail and organizational skills.
- Proficiency in Excel and accounting software (QuickBooks, Viewpoint, Procore, or similar preferred).
- Excellent communication skills for working with vendors, employees, and project managers.
- Eagerness to learn construction finance and grow into a leadership role.

Performance Metrics (KPIs)

- Accuracy of data entry and coding.
- Timeliness of invoice and payment processing.
- Responsiveness to vendor and employee inquiries.

- Reduction in errors flagged by Coordinator or Accounting.
- Progression of skills toward Coordinator-level tasks.