

Job Title: Accounting Clerk
Job Location: Merritt Island, FL
Job type: Regular, Full-time
Job Classification: Exempt
Where to apply: www.imssf.com

IMSS is seeking a **Clerk for routine accounting and other company related transactions** to work full-time at our Merritt Island FL office. This is not the typical back office position. The Candidate for this position first and foremost must be comfortable working in a dynamic and growing small business. This position will require frequent interaction with both company executives and our external team of professionals, working in support of IMSS's mission.

Responsibilities:

- Support the Accounting Department in:
- Record Account Payable transactions – bills and payments.
- Post and Reconcile Credit Card Statements.
- Perform AP transfers when needed.
- Develop invoices for both Government and Commercial Customers
- Track and maintain supplementary data in Excel.
- Serve as point of contact for employee inquiries, issues or concerns pertaining to Time and Labor.
- Reconcile labor hours to ensure accuracy of hours reported in TESS and Costpoint systems at completion of every pay period.
- Reconcile the labor cost from Costpoint General Ledger to QTS payroll every pay period.
- Import timesheet data into Costpoint and resolve any errors.
- Reconcile annual leave balances bi-weekly and prepare entry to update annual leave ledger balances.
- Record labor corrections and reallocations.
- Assists project staff with any labor related issues pertaining to new and closed project accounts.
- Other related duties as assigned.
- Reconcile and enter expense reports.
- Assist in typical daily office management functions to include reception, supply ordering and receiving.

Minimum Education:

- Associated or Bachelor's degree in Accounting, Finance or a related field is preferred. Experience, in lieu of a degree, will be considered.

Required Skills:

- Demonstrated skills in typical office programs and planning using tools such as Microsoft EXCEL is a must.
- Demonstrated strong communication (written and oral) skills, as well as the ability to interface with customers as a representative of the company.

Desired Skills:

- Formal training in accounting principles will be considered a plus.
- Be knowledgeable in reviewing, interpreting, and applying policies, rules and regulations.
- Must be a self-starting, multi-tasker with the ability to work independently with minimal supervision and as part of a dynamic team.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

IMSS is a drug-free workplace.