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## **Position: Accounting Clerk**

Kama'aina Termite and Pest Control is looking to hire an Accounting Clerk to handle the accounts receivable function and provide accounting support to all departments. Candidate must possess a general accounting background with working knowledge of Microsoft Word, Excel and QuickBooks. Must be responsible, well-organized, detail-oriented and produce accurate work.

This is a full-time position located in the Kakaako area and a great opportunity for a motivated individual to become part of a 20-year company with benefits such as medical, dental, vision, paid holidays, vacation and sick days. Compensation is commensurate with experience.

Compensation: Starting wage will be based on previous experience.

Job Type: Full-time

### **Position Responsibilities:**

- Enter and balance accounts receivable and payable on a daily basis
- Post payments (cash, check and credit cards) to the proper location
- Track deposits made to bank and handle deposit transfers
- Monitor receivables accounts, collect payments and work with other departments to keep them current
- Monitor and research credit card charges, charge backs, returned checks, payment discrepancies, refunds, returns and miscellaneous charges
- Print and mail invoices and follow up with our customers for payments
- Prepare and enter invoices into QuickBooks
- Track tax payments and compile information for tax filing
- Responsible for ensuring proper coding and allocation of revenue and expenses by department
- Performs reconciliations of various bank accounts and GL accounts monthly
- Organize and maintain financial records
- Record monthly journal entries
- Assemble financial data for audits
- Serve as the liaison with the third-party CPA firm

### **Position Requirements:**

- High School Diploma required
- One to two years previous accounting experience
- Working knowledge of Microsoft Word, Excel and QuickBooks
- Must possess a strong attention to detail
- Ability to work independently and in a team setting
- Must have a strong focus on customer service

- Ability to work in a fast-paced, high-pressure environment
- Be self-motivated and have a strong work ethic
- Pass a pre-employment drug screening and background check

Experience: Accounting (1 to 2 years experience)

Education: High School Diploma

Benefits:

Health, Dental and Vision Insurance

Paid holidays, vacation and sick days

**How to Apply:**

**Send applications and resumes to [info@kamaaina.com](mailto:info@kamaaina.com) with 'Employment' in the email subject line.**

Phone calls and walk-in applications are not accepted.

Kama'aina Termite and Pest Control is an Equal Opportunity Employer.